



HINDUSTHAN INSTITUTE OF TECHNOLOGY

REGULATIONS 2022

CHOICE BASED CREDIT SYSTEM

(For the students admitted from the Academic Year 2022-2023)



Master of Engineering (M.E.) & Master of Business Administration (MBA)

The regulations hereunder are effective from the academic year 2022 - 2023 and applicable to students admitted in Hindusthan Institute of Technology, an Autonomous Institution Affiliated to Anna University, Chennai from the academic year 2022 - 2023. The regulations are subject to amendments as may be made by the Academic Council of the Institution from time to time. Any or all such amendments will be effective from such date to such batches of students (including those already in the middle of the programme) as may be decided by the Academic Council.

1.0. PRELIMINARY DEFINITIONS AND NOMENCLATURE

In this Regulation, unless the context otherwise specifies

- i) **“Programme”** means Degree Programme that is M.E/M.B.A Degree Programme.
- ii) **“Choice Based Credit System”**: The choice based credit system provides a ‘cafeteria’ type approach in which the students can take courses of their choice, learn at their own pace, undergo additional courses and acquire more than the required credits, and adopt an interdisciplinary approach to learning.
- iii) **“Branch”** means specialization or discipline of M.E/M.B.A Degree Programme, like Computer Science and Engineering, VLSI Design, etc.
- iv) **“Course”** means a theory or practical course that is normally studied in a semester, like Marketing Management, Low Power VLSI Design etc.
- v) **“Head of the Institution”** and **“Chairman- Academic Council”** mean the Principal of the College who is responsible for all academic activities for the implementation of relevant rules and regulations.
- vi) **“Head of the Department”- HoD** means Head of the Department concerned.
- vii) **“Controller of Examinations”**- means the authority of the institution who is responsible for all activities of the Examinations of all the departments and hereafter called CoE.
- viii) **“University”** means Anna University, Chennai.

2.0. CONDITIONS FOR ADMISSION

Students are admitted to M.E. / M.B.A Degree Programme as per the procedures and norms prescribed by the Government of Tamil Nadu and Anna University, Chennai every year.

3.0. MEDIUM OF INSTRUCTION

The medium of instruction for written examinations and project reports is English.

4.0. PROGRAMMES OFFERED

A student may be offered admission to the following full time programmes of study:

1. M.E. (Computer Science and Engineering, VLSI Design)
2. M.B.A

5.0. DURATION OF THE PROGRAMME

Table 5.1 Programme Duration

Programme	Minimum number of semesters	Maximum number of semesters
ME	4	8
MBA	4	8

Each semester will normally have 90 working days.

6.0. STRUCTURE OF THE PROGRAMMES

Every Post Graduate Degree Programme will have a curriculum with syllabi consisting of Theory courses, Practical courses, Research Methodology and IPR Course and Employability Enhancement Courses prescribed by the respective Board of Studies from time to time.

6.1. Categorization of Courses

The following are the broad divisions of the various theory and practical courses:

- (i) **Foundation Courses (FC)** may include Mathematics or other basic courses
- (ii) **Professional Core (PCC)** courses include the core courses relevant to the chosen specialization/branch.
- (iii) **Professional Elective (PE)** courses include the elective courses relevant to the chosen specialization/ branch.
- (iv) **Open Elective** (Optional for M.E.): A student may be permitted to choose any one elective from other PG specializations offered in the department / any other department of the Institution with the approval of the Head of the Department offering such courses. M.E. students can opt such elective in third semester.

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

(vi) **Research Methodology and IPR Course (RMC)** has been developed with orientation towards research related activities and recognizing the ensuing knowledge as property. It will create consciousness for Intellectual Property Rights and its constituents.

6.2 Project work: Every student is required to undertake a suitable project work **independently** in Industry/ Department in consultation with the faculty guide and Head of the Department and submit the project report on dates specified by the Department.

- (a) Project work shall be carried out under the supervision of a faculty having PG degree with at least THREE years of teaching experience / Ph.D. degree in the Department concerned.
- (b) A student may, however, in certain cases, be permitted to work on projects in an Industrial / Research Organization, on the recommendations of the Head of the Department. In such cases, the Project work shall be jointly guided by a supervisor of the department and an expert as 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.
- (c) The project work for M.E., Programmes consists of Phase I and Phase II. The Phase-I is to be undertaken during III semester and Phase-II, which is a continuation of Phase-I is to be undertaken in IV semester. In case of a student not completing Phase I of the project work successfully, he/she can undertake Phase-I again in the subsequent semester. In such case the student can enroll for Phase-II, only after successful completion of Phase-I.
- (d) The Phase II Project work of M.E. Programmes shall be pursued for a minimum of 16 weeks in the final semester (whole semester).
- (e) The Project work for MBA is to be undertaken during the final semester. The Project work for MBA shall be pursued for a period of 12 weeks during the final semester.
- (f) The deadline for submission of final Project Report for MBA/ Phase II for M.E. is 30 calendar days from the last working day of the FINAL semester.

- (g) The students may be encouraged to publish his/her project work in a reputed National / International journal before the viva voce examinations.

6.3. Electives: Every student shall opt electives from the list of electives related to his/her degree programme in consultation with the Faculty Advisor and the Head of the Department.

6.4. Online courses

A student has a choice to study online courses conducted by agencies such as state and central government educational institutions like IIT, AICTE, Anna University and other reputed universities, edX etc, for which certificates are provided by the agencies offering the courses.

6.5. Self- study courses

A student can opt for self- study courses, provided the student does not have current arrears and has earned a CGPA of 8.0 and above. **The self-study course must be an elective course listed in the curriculum but it is not taught by the department in the semester.** The purpose of the self - study course is to permit the student to study an elective of his/her choice.

7.0. EXTRA CREDIT COURSES

A PG student can earn maximum of **FIVE** extra credits other than the total credits required for obtaining a degree during the course of study through one credit courses, Online courses, Self study courses etc.,

8.0. ONE CREDIT COURSES:

A student can study **one credit courses** offered by his / her department / other departments/ External Agencies (offering Certificate Courses).

Note: Course offered by the external agencies is assessed by the Department Academic Committee (DAC) and the same is to be recommended to the Chairman, Academic Council for the award of one credit.

9.0. CREDIT ASSIGNMENT

Each course is assigned certain number of credits based on the following:

Table 9.1 Credit Assignment

S. No	Contact period per week	Credits
1	1 Lecture Hour	1
2	1 Tutorial Hour	1
3	2 Practical hours (Laboratory/Seminar/Project work etc.,)	1

The minimum prescribed credits required for the award of the degree is specified below:

Table 9.2 Minimum Credit Requirement

Programme	Prescribed Credit Requirement
ME Computer Science and Engineering	69
ME VLSI Design	69
MBA	95

10.0. REQUIREMENTS TO APPEAR FOR THE END SEMESTER EXAMINATION

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

- i. A student shall be permitted to take the End Semester Examination (ESE) of **any course**, if the student secures not less than 75% of attendance in the course during the semester and the conduct of the student has been satisfactory.
- ii. A student who has secured attendance between 74% and 65% (both included) in any course, due to medical reasons (Hospitalization / Accident / Specific Illness) or due to participation in University / District / State / National / International Level Sports or due to participation in Seminar / Conference / Workshop / Training Programme / Voluntary Service / Extension Activities or similar programmes with a prior permission taken from the Principal shall be exempted from the above prescribed requirements for attendance and shall be permitted to take the examination on the recommendation of the concerned HoD to condone the lack of attendance.

- iii. It is mandatory for the HoD to verify and certify the genuineness of the case before recommending the same to the Principal.
- iv. A student who has secured less than 65% of attendance will not be permitted to write any of the current semester courses and also to continue the study in the subsequent semester. But the Student will be permitted to appear for his / her arrear examinations, if any. The student has to redo all the courses of that semester by rejoining the same semester in the subsequent academic year with the approval of the Principal.
- v. However, in order to redo the course, the student has to be recommended to the Principal by the HoD concerned.
- vi. Registration is mandatory for Semester Examinations as well as arrears examinations failing which the student will not be permitted to move to the higher semester.

11.0. COURSE ENROLLMENT AND REGISTRATION

Every student shall enroll for all the courses at the end of current Semester for the next Semester of study. A student shall normally be permitted to appear for ESE of the current semester if he / she has satisfied the semester completion requirements (vide Clause 10.0) and has registered for examination in all courses of that semester by paying the prescribed fee.

12.0. WEIGHTAGE OF ASSESSMENT COMPONENTS OF A COURSE

Performance in each course of study shall be evaluated based on Continuous Internal Assessments (CIA) throughout the semester and ESE at the end of the semester.

The following table shows the weightage of CIA and ESE to various courses of the PG programmes.

Table 12.1 Internal and External Assessment Mark Allotment

S. No	Category of courses	CIA	ESE
1	Theory Courses	40	60
2	Laboratory Courses	60	40
3	Mini Project	40	60
4	Project Work	40	60

13.0. CIA: The performance of students in each course will be continuously assessed in the following components by the respective faculty as per the guidelines given below:

13.1. Distribution of Marks

(i) Theory Courses (Common for all PG programmes)

Table 13.1 Procedure for Internal Assessment (Theory)

Description	Marks
Continuous Internal Assessment I	
Written Test	60
Individual Assignment /Case Study /Seminar / Mini Project	40
Continuous Internal Assessment II	
Written Test	60
Individual Assignment /Case Study /Seminar / Mini Project	40
Total	200

(ii) Practical Courses (Common for all PG programmes)

Table 13.2 Procedure for Internal Assessment (Practical)

Internal Assessment (100 Marks)	
Evaluation of Laboratory Observation, Record	Test
75	25

(iii) Theory Courses with Laboratory Component (Common for all PG programmes)

Table 13.3 Procedure for Internal Assessment (Theory Courses with Laboratory Component)

Description	Marks
Continuous Internal Assessment I	
Written Test	60
Individual Assignment /Case Study /Seminar / Mini Project	40
Continuous Internal Assessment II	
Evaluation of Laboratory Observation,Record	75
Test	25
Total	200

The weightage of first assessment shall be 40 % and the second assessment be 60 %. The weighted average of these two assessments shall be converted into 50 marks and rounded to the nearest integer.

14.0. Declaration of the marks of Continuous Internal Assessment:

Mark secured by a student in each evaluation component such as Internal Tests, Assignments, etc., shall be timely displayed by the course Faculty. At the end of the semester, course Faculty shall tabulate marks allotted to students for CIA, display it on notice board with the signature of the concerned HoD for students' reference and rectify grievances if any, and then the CIA mark is to be finalized. Course coordinator/ faculty

shall enter CIA marks in the Examination Management System (EMS) and display it on notice board and hand over the copy of the same to the Department coordinator/HoD. He/she shall collect the marks for all Courses in all Semesters, compile them semester wise, and hand over the copy of the same to OCoE.

15.0. ASSESSMENT OF ESE AND PASSING REQUIREMENTS

The courses offered fall under the following categories: Theory courses, Practical courses and Project works.

15.1 Theory Courses

ESE will be held at the end of each semester for each course. The question paper is set for a maximum of 100 marks. A student who secures not less than 50% of total marks prescribed for the course (CIA + ESE) with a minimum of 45% of the marks prescribed for the ESE shall be declared to have passed in the examination. If a student 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 when examination is conducted in that course by the OCoE. He/she should continue to register and reappear for the examination till he / she secures a 'pass'.

15.2 Practical Courses

The maximum marks for each laboratory is 100. The performance of the student shall be continuously assessed throughout the semester for 60 marks and the remaining 40 marks for the ESE. The ESE is conducted for 100 marks and scored mark is reduced for 40. A student who secures not less than 50% of total marks prescribed for the course (CIA + ESE) with a minimum of 45% of the marks prescribed for the ESE shall be declared to have passed in the examination.

15.3 Theory Courses with Laboratory Component

The maximum marks for each course is 100. The performance of the student shall be continuously assessed throughout the semester for 50 marks and the remaining 50 marks for the ESE. The ESE is conducted for 100 marks and scored mark is reduced for 50. A student who secures not less than 50% of total marks prescribed for the course (CIA + ESE) with a minimum of 45% of the marks prescribed for the ESE shall be declared to have passed in the examination.

15.4. Evaluation of project work

There will be a Project evaluation and vice-voce examination during the ESE conducted by a Committee consisting of the supervisor, internal examiner and an External examiner. The External examiner shall be appointed by the Controller of Examination. The Project report

shall be prepared and submitted as per the guidelines as given by the Head of the Department and duly signed by the supervisor(s).

- If a student fails to submit the project report on or before the specified deadline, he/she is deemed to have failed in the Project Work and shall re-enroll for the same in a subsequent semester. This applies to both Phase–I and Phase–II in the case of M.E. Project Work and the Final Project work of M.B.A.
- If a M.E student fails in the ESE of Phase–I of the project work, he/she can undertake Phase-I again in the subsequent semester. In such case the student can enroll for Phase-II, only after successful completion of Phase-I.
- If a student fails in the ESE of Phase–II of Project work of M.E. programme or the Final Project work of M.B.A. he/she shall resubmit the Project Report within 60 Calendar days from the date of declaration of the results and the same will be considered for assessment in the subsequent semester. The resubmission of a project report and subsequent viva-voce examination will be considered as reappearance with payment of exam fee.
- A copy of the approved Project Report after the successful completion of viva- voce examinations shall be kept in the library of the college / institution.
- The evaluation of Project Work for Phase-I and Phase-II in the case of M.E., and project work of M.B.A shall be done in the respective semester(s) and marks shall be allotted as per the weightage given in the following table.

Table 15.3.1 CIA – 100 Marks (Common to all PG Programmes)

Review I (20 Marks)		Review II (40 Marks)		Review III (40 Marks)	
Review Committee (Excluding Supervisor)	Supervisor	Review Committee (Excluding Supervisor)	Supervisor	Review Committee (Excluding Supervisor)	Supervisor
10	10	25	15	25	15

Table 15.3.2 ESE – 100 Marks (Common to all PG Programmes)

Report Evaluation (40 Marks)	Viva – Voce (60 Marks)		
External Examiner	External Examiner	Internal Examiner	Supervisor
40	20	20	20

15.5. Online courses

As stated earlier in Clause 6.4, a student has a choice to study online courses. **Only one** such online course is considered as equivalent to a **professional elective** with 3 credit weightage subject to the approval the Chairman, Academic Council.

If such an online course is studied by a student, the Department Academic Committee (DAC) shall have to analyze the quality of such online course and decide whether to recommend the online course to the Chairman, Academic council as equivalent to **professional elective course** having 3 credit weightage. If it is considered for recommendation, the student may be allowed to pursue that online course. On successful completion of an online course, the DAC can forward the same with the letter of recommendation duly signed by the HoD to the Chairman, Academic council by enclosing the copies of the documents related to the online course. After scrutiny, the Chairman of Academic council may approve the same as equivalent to **one professional elective course**.

If it is approved by the Chairman, Academic Council, the student will be exempted from one professional elective course and 3 credits will be included for the calculation of CGPA.

The score/marks/grade obtained by the student in the online course will be converted into equivalent grade point by the OCoE.

A student may opt such online course in the second / third semester.

Note: A student can do more than one online course only to earn extra credits.

15.6. Self- study courses

As stated earlier in Clause 6.5, a student can opt for self- study courses **but only one** such self-study course is considered as equivalent to a **professional elective** with 3 credit weightage. If such course is opted by a student, he/she will be monitored by the faculty coordinator of the department. The student is evaluated for 40 marks as per the CIA components mentioned in 13.1(i). He / She have to register that self-study course for ESE along with the other courses of the semester.

A student who successfully completes a **Self Study course** may obtain exemption from studying one elective course and the credit points earned in the self-study will be included for the calculation of CGPA. That is, the self-study course is considered as an equivalent to studying one elective course.

Note: A student can do more than one self-study course only to earn extra credits.

15.6 One Credit Courses will be evaluated by the respective DAC.

16. INDUSTRIAL TRAINING/INTERNSHIP AND TECHNICAL SEMINAR

A student may undergo industrial training/internship for a period of not exceeding six weeks. On completion of the training, the student has to submit a report on the training / internship undergone and a certificate from the organization concerned. A three member Departmental Committee constituted by Head of the Department will evaluate the report, conduct viva voce examination and award appropriate grades and the credit points earned will depend on the duration of the industrial training/internship. Non submission of the industrial training report shall be considered as reappearance.

Table 16.1 Internship Time Duration and Credit Allotment

Duration of Training/Internship	Credits
2 Weeks	1
4 Weeks	2
6 Weeks	3

Technical Seminar:

- i) A student can participate in National/International conference. If it is the case he/she has to provide the certificate and proceedings issued by the concerned authority.
- ii) Also a student can give a seminar on Technical topics related to the course.

In both cases, a three member Departmental Committee constituted by Head of the Department will evaluate the presentation, report and conduct viva voce examination and award marks appropriately. As per the curriculum the credit point is awarded for the same.

17.0 SUMMER INTERNSHIP TRAINING FOR MBA

Summer internship training for a period of **FOUR weeks** is mandatory for a MBA student during the vacation period between second and third semesters and the assessment of the same will be done by an internal committee constituted by the Head of the Department.

17.1 Evaluation of summer internship training report

After the completion of summer internship training a student shall submit the internship training report together with the certificate issued by the organization where he/she has undergone Internship Training. The same should be submitted within **TWO WEEKS** from the date of commencement of the third semester. The assessment and evaluation of the report will be done by the Department Committee constituted by the Head of the Department which includes Viva-Voce Examination.

18.0. ONE CREDIT EMPLOYABILITY ENHANCEMENT COURSES FOR MBA

In order to enhance the employability skills and managerial skills one credit courses have been included in the curriculum. The assessment of such courses is done internally by the Department Committee constituted by the Head of the Department which includes Viva-Voce Examination.

19.0 PROVISION FOR WITHDRAWAL FROM EXAMINATION

- i) A student may, for valid reasons can be permitted to withdraw from appearing for the ESE in any course or courses in **ANY ONE** of the semester examinations during the entire duration of the degree programme. The application for the same shall be sent to Principal through HoD with required documents.
- ii) Withdrawal application shall be valid only if the student is otherwise eligible to write the examination and if it is made prior to the commencement of the examination in that course or courses and also recommended by the respective HoD and the Principal of the Institution.
- ii) Withdrawal shall not be considered as an appearance for the eligibility of a student for First Class with Distinction.

20.0 TEMPORARY BREAK OF STUDY FROM A PROGRAMME

1. A student is permitted to go on temporary break of study for a maximum period of one year, once in the entire duration of the programme. However, if a student intends to temporarily discontinue the programme in the middle for valid reasons (such as accident or hospitalization due to prolonged ill-health) and wishes to rejoin the programme in a later semester he / she shall apply to the Head of the Institution in advance as per the procedures and norms.
2. The student permitted to rejoin the programme after the break shall be governed by the rules and regulations in force at the time of rejoining.
3. The duration specified for passing all the subjects for the purpose of classification shall be extended if such break of study is approved by competent authorities.
4. 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 irrespective of the period of break of study in order that he / she may be eligible for the award of degree.
5. If any student is detained for want of required attendance, progress or conduct, the period spent in that semester shall not be considered as permitted “Break of Study” is not applicable for this case.

21.0. FOR STUDENTS REJOINING THE PROGRAMME

A student who is required to repeat the study of any semester for want of attendance/ progress/conduct or who desires to rejoin the course after a period of discontinuance or who upon his/her own request is permitted by the authorities to repeat the study of any semester, may join the semester which he/she is eligible or permitted to join, only at the time of its normal commencement for a regular batch of students and after obtaining the approval from Directorate of Technical Education (DoTE) and Anna University, Chennai. No student will however be

enrolled in more than one semester at any time. In that case he/she has to come under the regulation which is being followed in that Academic year.

22.0. AWARD OF LETTER GRADES

The award of letter grades will be decided based on relative grading principle. The relative grading is applicable to ONLY those students who have passed the examination as per the passing requirements enumerated above. For those students who have not passed the examination, Reappearance (RA) shall be awarded as shown in the below Table. For those students who have passed the course, the relative grading shall be done. The marks of those students who have passed only shall be inputted in the software developed for relative grading. The evolved relative grading method normalizes the results data using the BOX-COX transformation method and computes the grade range for each course separately and awards the grade to each student. For a given course, if the students' strength is greater than 30, the relative grading method shall be adopted. However, if the students' strength is less than 30 then the fixed grading shall be followed with the grade range as specified below.

Table 22.1 Grade Assignment when student strength in below 30

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

The performance of a student shall be reported using letter grades, each carrying certain points as detailed in table 22.2

Table 22.2 Grade Assignment after relative grading

Letter Grade	Grade Points
O (Outstanding)	10
A + (Excellent)	9
A (Very Good)	8
B + (Good)	7
B (Average)	6
C (Satisfactory)	5
U (Re-appearance)	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".

“U” denotes that the student has failed to pass in that course. “W” denotes withdrawal from the exam for the particular course. The grades U 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.

If the grade U is given to Theory Courses/ Laboratory Courses it is not required to satisfy the attendance requirements, but has to appear for the end semester examination and fulfill the passing requirements to earn a pass in the respective courses.

If the grade U is given to EEC (Employability Enhancement Course) (except Project Work), which are evaluated only through internal assessment, the student shall register for the course again in the subsequent semester, fulfill the passing requirements to earn pass in the course. However, attendance requirement need not be satisfied.

After the results are declared, Grade Sheets will be issued to each student which will contain the following details. Grade Point Average (GPA) of a Semester (SGPA) and Cumulative Grade Point Average (CGPA) of a programme are calculated as follows.

$$\text{SGPA} = \frac{\text{Sum of the product of the GP by the corresponding credits of the courses offered in that Semester}}{\text{Sum of the credits of the courses of that Semester}}$$

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

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.

23.0 CLASSIFICATION OF THE DEGREE AWARDED

23.1 First Class with Distinction:

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

- Should have passed the examination in all the courses of all the 4 semesters in the student's First Appearance within 3 years respectively, which includes authorized

break of study of one year. If availed withdrawal from examination it 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 ESE due to lack of attendance in any of the courses.

23.2 First Class:

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

- Should have passed the examination in all the courses of all the 4/6 semesters within 3 / 4 years respectively, which includes one year of authorized break of study (if availed) or prevention from writing the ESE due to lack of attendance (if applicable).
- Should have secured CGPA of not less than 6.50

23.3 Second Class:

All the other students who qualify for the award of the degree shall be declared to have passed the examination in Second Class.

Note: A student who is absent in ESE in a course /project work after having registered for the same shall be considered to have appeared in the examination for the purpose of classification.

24.0. REQUEST FOR PHOTO COPY OF THE VALUED ANSWER SCRIPT / REVALUATION

A candidate can apply for photocopy of his/her semester examination answer paper in a theory course, within a week from the declaration of results, on payment of a prescribed fee through proper application to the Controller of Examinations through the 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 candidate can register for the revaluation through proper application to the Controller of Examinations. The Controller of Examinations will arrange for the revaluation and the results will be intimated to the candidate concerned through the Head of the Institution. Revaluation is not permitted for practical courses and for project work. A candidate can apply for revaluation of answer scripts for not exceeding 5 subjects at a time.

25.0. FACULTY ADVISOR

To help students in planning their courses of study, the Head of the Department / Senior Faculty Advisor will allot a certain number of students to a teacher of the department who shall function as Faculty Advisor for those students throughout their period of study. The faculty advisor will

guide the student during enrollment, registration of courses and authorize the final registration of the courses at the beginning of each semester and monitor their attendance and counsel them periodically. If necessary, the Faculty Advisor may also inform the parents about the progress of the students.

26.0. CLASS COMMITTEE

Every class shall have a class committee consisting of faculty members of the class concerned, three student representatives (six members in case of MBA and MCA) (includes atleast one girl student) and a chairperson who is not teaching the course for the class. The class committee for a class is constituted by the Head of the department within the first week of each semester. The overall goal of the class committee is to improve the teaching- learning process. The functions of the class committee include:

- Clarifying the regulations of the degree programme and the details of rules therein.
- Resolving difficulties experienced by students in the classroom and in the laboratories.
- Informing the student representatives the academic schedule including the dates of assessments (Tests & Assignments) and the syllabus coverage for each assessment.
- Evaluating the performance of the students of the class after each test and finding the ways and means of improvement.
- Identifying the slow learners, if any, and requesting the faculty handling the course to provide some additional help or guidance or coaching to such slow learners.
- The Principal may participate in any class committee meeting of the institution as and when required.
- The Chair person is required to prepare the minutes of the meeting, signed by the members and submit the same to HoD within two working days of the meeting. HoD will in turn forward the same to the Principal.
- 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.
- The class committee shall meet at least three times in a semester.
- The **first meeting** of the class committee shall be held within two weeks from the date of commencement of the semester, in order to inform the students about the nature and allocate on of marks for CIA within the framework of the regulations.
- The **second meeting** a week after the first test results
- The **third meeting** before the last internal test of the semester.
- Student representatives of the class committee should collect information regarding the teaching learning process of the class from the fellow students of the class before attending

the class committee meeting. Also, during these meetings they shall meaningfully interact and express the opinions and suggestions of the other students of the class to improve the effectiveness of the teaching-learning process.

27.0. COURSE COMMITTEE FOR COMMON COURSES

Each common theory course offered to more than one discipline or group shall have a “Course Committee” comprising all the teachers teaching the common course with one of them nominated as Course Coordinator. The nomination of the course Coordinator shall be made by the Head of the Department. The ‘Course committee’ shall meet in order to arrive at a common scheme of evaluation for the test and shall ensure a uniform evaluation of the tests. Wherever feasible, the course committee may also prepare a common question paper for the internal assessment test(s).

28.0. 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 and the University. The Principal shall constitute a disciplinary committee consisting of Heads of Departments, two faculty members of which one should be a class advisor of the student, to enquire into acts of indiscipline and report to the Principal. 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 University and College from time to time.

29.0 MALPRACTICE

If a student indulges in malpractice in the ESE he / she shall be liable for punishment as prescribed in the book of **Examination Rules and Regulations**.

30.0 REVISION OF REGULATIONS AND CURRICULUM

The College may from time to time revise, amend or change the Regulations, scheme of examinations and syllabi if found necessary, through the approval of BoS and Academic Council of the College.
