



SRI MANAKULA VINAYAGAR ENGINEERING COLLEGE

(Approved by AICTE, New Delhi & Affiliated to Pondicherry University)

(Accredited by NBA-AICTE, New Delhi, ISO 9001:2000 Certified Institution & Accredited by
NAAC with "A" Grade)

(An Autonomous Institution)

(As per UGC Regulations 2018)



Madagadipet, Puducherry - 605 107

SCHOOL OF ARTS AND SCIENCE

REGULATIONS for

B.A., B.Sc., B.Com., B.B.A. & B.C.A. Programs

2020-21 onwards

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REGULATIONS FOR B.A., B.Sc., B.Com., B.B.A., AND B.C.A. PROGRAMS

1. PREAMBLE

Higher education in the 21st century meets with lots of opportunities and challenges. Internet penetration, technological developments, growth of interdisciplinary knowledge, general interest towards graduate programs, support from Regulatory Agencies and Government, and continuous upgradation in school curricula throw opportunities for the sustained development of higher education in the current era. At the same time, grabbing the attention of the students, keeping them in learning mode, engaging them appropriately have become challenges – especially due to rampant growth of technology, and the youngsters' quicker adaptation towards it. All these things lead to the necessity of making the curriculum robust, state-of-art, modern, and futuristic and also ensuring student-engagement. It needs to be student-centric all along, thus making them responsible for their own learning.

There is a greater need to synchronize the skills and knowledge of the graduates of higher education and align them to the industry needs and social advancements. Industries, instead of hiring generalists and train them, started demanding specific skills that are needed in various domains and expect the graduates to possess them on entry. This development in the expectations of the industry and job-providers changed the landscape of the graduate programs drastically, and there is an urgent need to inculcate employability skills and practical components in every program as such. Accreditation bodies such as National Assessment and Accreditation Council and the Regulatory Authorities like University Grants Commission focus more on "Outcome Based Education" which necessitates the student-centric approach in teaching-learning as well as assessment and evaluation. The wide spectrum of knowledge-tools that are available today also induces paradigm shifts in pedagogies. There is a greater need to in-build technology tools and online learning as part of the teaching-learning in the current context of higher education. Also, there is a necessity to orient the students to the real-world practices through various co-curricular activities. Furthermore, in order to inculcate ethical and social values in the students, there is a requirement for incorporating community development, environmental education, knowledge on Indian Constitution, Human Rights education, etc. as part of their graduate learning. The regulations for the graduate programs leading to B.A. (Bachelor of Arts), B.Sc. (Bachelor of Science), and B.C.A. (Bachelor of Computer Applications), and B.Com. (Bachelor of Commerce) programs, and the curricula for all the graduate programs under this umbrella incorporate all the above-stated values, principles and goals in them.

2. DEFINITIONS AND NOMENCLATURE

Table: 1

Sl. No	Name	Definition
1	College	Sri Manakula Vinayagar Engineering College (Autonomous)
2	University	Pondicherry University
3	Programme	Bachelor of Arts (in various specialisations), Bachelor of Business Administration, Bachelor of Commerce (General and Corporate Secretaryship), Bachelor of Computer Applications, and Bachelor of Science (in various specialisations)
4	Core Course	Compulsory course in the curriculum
5	Elective Course	An optional course in the curriculum
6	Inter-Disciplinary course	Subject that is offered by another department connected with the concerned program which will be practically used in future (also known as Allied course).
7	Head of the Institution	The Director / Principal
8	Controller of Examinations (CoE)	An authority of the Institution who is responsible for all activities of the End Semester Examinations of the Institution
9	B.A. B.B.A. B.Com. B.C.A. B.Sc.	Bachelor of Arts Bachelor of Business Administration Bachelor of Commerce Bachelor in Computer Application Bachelor of Science
10	L – T – P – PW – C	L refers to - Lecture, T- Tutorial, P- Practical, PW – Project Work, and C-Credits respectively
11	Curriculum	The various components / courses studied in each programme that provide appropriate outcomes (knowledge, skills and attitude/ behaviour) in the chosen branch of study.
12	Grade Point Average (GPA)	Weightage of average grade points of subjects in a semester.
13	Cumulative Grade Point Average (CGPA)	Weightage of average grade points of all subjects in all semesters completed by a student
14	Odd semester	Semester is typically from July to November
15	Even semester	Semester is typically from December to April
16	Period	50 minutes duration of a theory / practical class
17	Day	8 periods of theory / practical classes in a calendar day
18	Arrear	A subject in which the student has failed in the course (has not fulfilled the examination passing criteria)
19	CAT	Continuous Assessment Test
20	ESE	End Semester Examination
21	ESM	End Semester Examination Marks
22	Regular Examination	An examination conducted in a semester for a course which is prescribed in the curriculum of that semester

Sl. No	Name	Definition
23	Arrear Examination	Semester examination conducted exclusively for the students who have failed in previous attempts
24	First Attempt	Appearance in the semester examination of a course in a semester in which the student has registered for the course. If a student has registered for a course in a semester and 'Absent' for the semester examination conducted in that semester, it is also treated as the <i>First Attempt</i>
25	Academic Council (AC)	Apex academic body to scrutinize and approve the proposals with or without modification of the Board of Studies with regard to courses of study, academic regulations, curricula, syllabi and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant thereto etc.,
26	Board of Studies (BoS)	Apex academic body to prepare syllabi for various courses by considering the objectives of the college, interest of the stakeholders and national requirements.
27	Academic Standing Committee (ASC)	ASC shall perform the functions under emergent situations subject to ratification by the Academic Council (AC)
28	Academic Appeals Board (AAB)	If a student finds some anomaly in the award of marks in the continuous assessment and in End Semester examination, he/she can make an appeal to the Academic Appeals Board for review of marks awarded
29	Departmental Advisory Committee (DAC)	Committee formulate a process to review post implementation effects of curriculum and suggest various measures to ensure academic standard and its excellency of the course offered by the department.
30	Board of Examinations (BoE)	Ensure proper performance of the various duties in conducting examinations viz question paper setting, time table preparation, assessment, evaluation and declaration of results.
31	Department Consultative Committee (DCC)	Review, revise and prepare curriculum structure following institutional policy, suggest improvements in syllabus of a course(s) prepared by course teacher(s) and forward the curriculum to BoS for further recommendations.
32	Programme Academic Coordinator (PAC)	Coordination of all academic activities of the department viz Curriculum revision, framing of syllabus, time table, BOS meeting as member secretary, re-registration of course(s), display and submission of attendance status.
33	UGC	University Grants Commission
34	NAAC	National Assessment and Accreditation Council

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3. PROGRAMS GOVERNED

These regulations are framed to govern the following courses which are floated in the academic year 2020-21:

- Bachelor of Arts in English
- Bachelor of Arts in Journalism and Mass Communication
- Bachelor of Business Administration
- Bachelor of Commerce (Corporate Secretaryship)
- Bachelor of Commerce
- Bachelor of Computer Applications
- Bachelor of Science in Chemistry
- Bachelor of Science in Physics
- Bachelor of Science in Computer Science
- Bachelor of Science in Mathematics
- Bachelor of Science in Visual Communication

4. ADMISSION CRITERIA

The common eligibility criteria for all the courses specified in this regulation is a Pass in the Higher Secondary Examination (HSC) conducted by the Board of Higher Secondary Examinations, Government of Tamil Nadu, or the All India Senior School Certificate Examination (AISSCE) by the Central Board of Secondary Education, New Delhi, or an equivalent course conducted by Central or State Governments in India. Additionally, the student should have completed 12 years of school education either under 10 + 2 pattern, or 10 + 1 + 1 pattern, or 11 + 1 pattern.

The program-wise eligibility criteria are thus listed:

Table: 2

<i>Sl.</i>	<i>Name of the Program</i>	<i>Admission Eligibility Criteria</i>
1.	Bachelor of Arts in English	A Pass in +2/HSC (or equivalent) with "English" as one of the subjects
2.	Bachelor of Arts in Journalism and Mass Communication	A Pass in +2/HSC (or equivalent)
3.	Bachelor of Business Administration	A Pass in +2/HSC (or equivalent) with "Commerce or Economics or Business Studies or Accountancy" as one of the subjects
4.	Bachelor of Commerce (Corporate Secretaryship)	A Pass in +2/HSC (or equivalent) with "Commerce or Business Studies or Accountancy or Auditing" as one of the subjects
5.	Bachelor of Commerce	A Pass in +2/HSC (or equivalent) with "Commerce or Business Studies or Accountancy or Auditing" as one of the subjects

6.	Bachelor of Computer Applications	A Pass in +2/HSC (or equivalent) with "Computer Science or Information Technology or Information Practice" or "Mathematics or Business Mathematics or Statistics" as one of the subjects
7.	Bachelor of Science in Applied Chemistry	A Pass in +2/HSC (or equivalent) with "Chemistry" as one of the subjects
8.	Bachelor of Science in Applied Physics	A Pass in +2/HSC (or equivalent) with "Physics" as well as "Mathematics" as subjects
9.	Bachelor of Science in Computer Science	A Pass in +2/HSC (or equivalent) with "Computer Science or Information Technology or Information Practice" or "Mathematics or Business Mathematics or Statistics" as one of the subjects
10.	Bachelor of Science in Mathematics	A Pass in +2/HSC (or equivalent) with "Mathematics" as one of the subjects
11.	Bachelor of Science in Visual Communication	A Pass in +2/HSC (or equivalent)

5. ADMISSION ELIGIBILITY

The norms for admission, eligibility criteria such as marks, physical fitness and mode of admission will be as prescribed by the University from time to time.

5.1 Minimum and Maximum Age for Admission

A student seeking admission into any of the programs governed by these regulations should have completed 17 years as on 30th June of the concerned Academic Year. The candidate should not have completed 21 years of age as on 1st July of the Academic year under consideration. In the case of SC/ST candidates, the age limit is relaxable for three years for both the cases.

6. ACADEMIC STRUCTURE AND CURRICULA FRAMEWORK

6.1 Duration of the program

A student, after securing admission into any of the programs specified in these regulations, shall pursue the program for a minimum period of three academic years (in 6 semesters). He/she is required to complete the program within the maximum period of 6 years (3 + 3 years), that is 12 semesters starting from the commencement of the first semester in which student is enrolled for the first time into the program.

6.2 Medium of Instruction

The medium of instruction for all the bachelor's degree programs shall be English language. However, the language courses in each of the programs shall be in the chosen languages of study.

6.3 Curricula Framework

The significance of the framework of the curriculum determines the limits within which the program operates. It also specifies the mandatory requirements in terms of credits to be earned by a student

to obtain the specified degree. Since this regulation deals with varied amount of 11 Undergraduate Programs in Arts, Commerce, and Science domains, the curricula of all these courses are annexed and would be referred accordingly.

6.4 Category of Courses and its Credit Distribution

Course work is measured in units called credit hours or simply credits. The number of hours of a course per week is the number of credits for that course. One credit per lecture hour per week is assigned for each theory course. Laboratory courses are assigned for an hour with 0.5 credits per week. The credit detail of a course and semester is shown in Table 3.

Table: 3 Details of Categories of Courses with Credit Ranges

Sl.	Course Category	Course Name	Credit Range	Semesters
1	MIL	Language (Tamil / French)	6	1 & 2
2	English	English	6	1 & 2
3	DSC	Discipline Specific Core Courses	78 to 90	1 to 6
4	DSE	Discipline Specific Elective Courses	16 to 24	1 to 6
5	AECC	Ability Enhancement Compulsory Courses	4	1 & 2
6	SEC	Skill Enhancement Courses	8 to 12	1 to 6
7	GE	Open Elective Courses	6	1 to 4
		TOTAL OF CREDITS	130 to 138	
8	EEC	Employability Enhancement Courses (Value Added Certification courses)	6 to 12	1 to 6
GRAND TOTAL			150 (max)	

6.5 Course Numbering Scheme

Each course is denoted by a unique code consisting of 9 alphanumeric characters. The details of the numbering scheme are shown in Table 4.

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Table: 4 Guideline for Course Numbering

<i>Place</i>	<i>Letter used</i>	<i>Description</i>
1st	A	Arts, Science and Commerce Programs
2nd & 3rd	20	Numbers indicating Year of Regulations
4th & 5th	BB	B.B.A. - Business Administration
	CA	BCA - Computer Applications
	CS	B.Com. CS - Corporate Secretaryship
	CH	B.Sc. Chemistry
	CM	B.Com. - Commerce
	CP	B.Sc. CS - Computer Science
	EN	B.A. English
	JM	B.A. Journalism and Mass Communication
	MA	B.Sc. Mathematics
	PH	B.Sc. Physics
	VC	B.Sc. Visual Communication
	TA	Tamil (Part I Language)
	FR	French (Part I Language)
	HN	Hindi (Part I Language)
	SN	Sanskrit (Part I Language)
	6th	AE
SE		Skill Enhancement Courses
EE		Employability Enhancement Courses
T		Theory course
P		Practical / Lab course
7th	E	Elective course
	R	Project course
	O	Online course
	1	First Semester courses
	2	Second Semester courses
	3	Third Semester courses
8th & 9th	4	Fourth Semester courses
	5	Fifth Semester courses
	6	Sixth Semester courses
8th & 9th	Numbers	Running serial numbers in course category (01, 02, 03, etc.)

7. COURSE ENROLMENT AND REGISTRATION

7.1 Course Registration

The registration process for the courses offered in the online mode in the forthcoming semester will commence preferably 10 working days prior to the last working day of the current semester.

- After registering for all the courses, a student shall attend the classes, satisfy the attendance requirements, earn Continuous Assessment Marks (CAM) and appear for the End Semester Examinations (ESE).
- No Elective course shall be offered by any department unless minimum 25 students register for the course. However, if the students admitted in the associated branch & semester is less than 25, this minimum will not be applicable.

7.2 Arrears Courses Registration

In the first attempt (not permitted for the subsequent attempts) of writing the End Semester Examination of a course if a student fails, the student can decide for any one of the following two options.

- **Retain Continuous Assessment Marks (CAM) option:** In this case, the student retains the existing CAM and proceeds to write the supplementary exams / End Semester Examinations as and when they are conducted.
- **Re-earn Continuous Assessment Marks (CAM) option:** In this case, the student has to re-register by paying the prescribed fee for the course when it is offered next in the subsequent academic year. The existing CAM will get nullified. The student has to re-earn the CAM by taking-up all the internal tests, assignments and group presentation as per the norms of regulations.

8. EXAMINATIONS

8.1 Requirements for Appearing End Semester Examination

A student is expected to maintain 100% attendance in all courses because attendance also carries internal marks (Clause 10.3). A student will be qualified to appear for end semester examinations in a particular course of a semester only if he/she satisfies the below mentioned requirements.

- The student is permitted to appear End Semester Examinations if only he/she maintains minimum of 75% of attendance. If he/she secured attendance greater than or equal to 60 % and less than 75% in any course in the current semester due to the following reasons only:
 - Medical reasons (hospitalization / accident and or illness)
 - Due to participation in sports events or any competitions or NCC and / or NSS activities with prior written permission from the Head of the Institution through the Head of the Department
- The student shall be considered for exemption from the prescribed attendance requirement for the reasons stated above and if exempted, the student shall be permitted to appear for the end semester examinations of that course. In all such cases, the students should have submitted the required documents on joining after the absence, to the Head of the Department through the Class Advisor.
- A student shall normally be permitted to appear for End Semester Examination (ESE) of the course if he / she has satisfied the attendance requirements. If he/she secured attendance greater than or equal to 60% and less than 75% then he/she has to pay the necessary condonation prescribed by the college authority with necessary supporting documents for his/her absence.

- If any student is suspended for any reason during the semester, the days of suspension of a student on disciplinary grounds will be considered as days of absence for calculating the percentage of attendance for each individual course.

8.2 Movement to Next Higher Semesters

- A student can move to the next semester provided only if he/she fulfills the minimum attendance requirement for appearing in the semester examination.
- The student who has failed to fulfill the above conditions will not be permitted to move to the higher semester, and shall rejoin the programme only after a temporary break.
- A student, after the temporary break, will be permitted to rejoin the programme in the corresponding semester along with the regular students at the time of normal commencement of that semester after fulfilling all the requirements as per the regulations.
- A student who rejoins the programme after the temporary break shall be governed only by the rules, regulations, course of study and syllabus in force, at the time of rejoining the course.

8.3 Provision for Withdrawal from Examination

- **Complete Withdrawal:** A student, who is eligible (nil arrear students) to appear for the semester examinations, will be permitted to withdraw from appearing for the entire End Semester Examinations as one unit (*Complete Withdrawal*) for valid reasons and on the recommendation of the Head of the Department and with the approval of the Dean (Academics). Complete Withdrawal application shall be made before the commencement of the first examination pertaining to the semester. Such withdrawal shall be permitted **only once** during the entire programme.
- A student who has completely withdrawn from appearing for end semester examinations in a particular semester should appear for the examinations of all the withdrawn subjects in the next semester itself.
- Withdrawal shall be permitted only once during the entire programme of time. If all other conditions are satisfactory, then the candidate who withdraws is also eligible to be awarded DISTINCTION whereas he/she is not eligible to be awarded a rank.

8.4 Scribe for End Semester Examination

- If any student is not in position to write end semester examination on account of temporary physical disability or injury due to accident and applies for a scribe (writer) with medical certificate obtained from a medical officer not-below the rank of Assistant Director level, then a scribe shall be allowed / assigned by CoE to such student. Normally, such scribe shall neither be a student or a degree holder of any technical programme having similar competency. The student shall, however, apply in a prescribed proforma to CoE asking for permission letter to the student for using the scribe well in advance, not the day of examination to make necessary arrangements (Scriber, Separate Examination Hall etc.). CoE shall then take the undertaking from the scribe in a prescribed proforma. Such student shall produce the permission letter from CoE for using scribe to the invigilator. He/She should pay the TA/DA and other charges to the scribe. Scribe shall be allowed extra time as per norms of Controller of Examinations.
- In case any student is admitted with differently abled category. Students who can write but at much slower speed as compared to normal student, he/she may be allowed as extra time of 30 minutes for 50 marks paper and 60 minutes for 100 marks paper to write the examination for all

the courses, provided he/she seeks permission from CoE for extra writing time on account of his/her percentage of disability by producing necessary medical certificate from medical officer not below the rank of Assistant Director.

8.5 Supplementary Examinations

- Supplementary Examination is an additional examination to be conducted within 30 days from the date of declaration of the results. In order to complete the program within 3 years, only the student with maximum of two arrears will be permitted to appear for supplementary examination. The supplementary examination will be conducted in fourth and sixth semester only. For supplementary examination, the continuous assessment marks of the last attempt will be considered.

8.6 Malpractice in Examinations

- If any student is found guilty of malpractices in examinations then he/she shall be punished as per the recommendations of the Complaint Redressal Committee (CRC) constituted by CoE with the approval of Head of the Institution. The CRC shall inquire and decide the punishment by following guidelines for imposing punishment on examinees /others involved in unfair means. However, depending on the situation, committee may quantify the severity of the punishment based on Controller of Examination (CoE) manual (section 8.11 /Page 43).

9. ASSESSMENT PROCEDURES FOR AWARDING MARKS

- The total marks for each course generally (Theory, Practical, Project Work) will be 100, comprising of two components namely Continuous Assessment Marks (CAM) and End Semester Examination Marks (ESM). However, there could be one credit courses, add-on courses, online certification courses and Mandatory courses that have only continuous assessment of 100 marks without an End-Semester Examination.
- The Department Consultative Committee (DCC) has to approve such courses for every semester. The scheme of assessment may also be decided by the faculty handling the course concerned with the approval from DCC and shall be made available to the students during the course registration. Each course shall be evaluated for a maximum of 100 marks as illustrated in Table – 5.

Table:5 Assessment Components

Sl. No	Category of Course	Continuous Assessment Marks (CAM)	End Semester Examination Marks (ESM)
1	Theory Courses	25	75
2	Practical Courses	50	50
3	Project Work	40	60
4	Skill Enhancement Courses	100	-
5	Ability Enhancement Compulsory Courses	100	-
6	Employability Enhancement Courses	100	-

- Students may take National/International reputed professional certification courses after due approval from Department Consultative Committee (DCC). After completion of the course, the DCC has to verify the relevant documents and certificates. The credits and grades shall be mapped by the DCC intern recommended to CoE through the HoD.

10. MARKS DISTRIBUTION

10.1 Marks Distribution of Continuous Assessment Marks (CAM) and End Semester Examination Marks (ESM)

The mark distribution is dependent on the credit weightages of various components of the courses such as Theory, Lab, and Project. For the continuous assessment tests, course faculty shall decide the mark distribution and question paper pattern. The question paper must follow Revised Bloom's Taxonomy action verbs and indicate expected knowledge level and Course Outcomes (CO). Table 6 and 7 show the scheme of assessment for Continuous Assessment Test and weightage for each assessment. Table 8 shows the scheme for End Semester Examinations.

Table: 6 Scheme for Continuous Assessment Test

S. No	Course Type	Continuous Assessment Components									Total Marks
		Test Marks	Observation, Calculation and report	Viva-Voce	Model Exam / Report	Assignment**	Review-1	Review-2	Review-3	Attendance	
1	Theory	15	-	-	-	5	-	-	-	5	25
2	Practical	-	15	10	15	-	-	-	-	10	50
3	Project Work	-	-	-	-	-	10	10	20	-	40

A minimum of two assignment has to be given for each course and out of them best mark is to be considered for computation of internal assessment marks

Table: 7 (a Weightage of Assessment for Theory Course)

S. No	Test	Portion for Test	Test Marks	Duration of Test	Weightage for Internal
1	CAT – 1	1 ½ Units	50	1 ½ hours	10
2	CAT – 2	1 ½ Units	50	1 ½ hours	
3	CAT – 3	2 units	50	1 ½ hours	
3	CAT – 4	5 Units (Unit – 1 to 5)	75	3 hours	5
Continuous Assessment for Theory course					15

* A minimum of three tests (CAT 1, 2 and 3) to be conducted for every theory course and, out of them best two are to be considered for computation of internal assessment marks.

Table: 8 Scheme for End Semester Examinations

S. No	Course Type	Written Exam	Practical Exam	Practical exam viva	Report and viva voce	Publication of papers / prototypes / patents etc	Total Marks
1	Theory	75 (100)	-	-	-		75
2	Practical	40 (90)		10(10)	-		50
3	Project Work	-	-	-	50	10	60

Mark weightage (outside brackets) and maximum marks for the exam conducted (in brackets). The maximum marks could vary depending on the credit component for lecture/lab/project

10.2 Question Paper Pattern– Theory

Question paper pattern for CAT and ESE will be based on the patterns shown in Table 9(a) and (b) and shall be informed to students by the faculty handling the course.

Table: 9 (a) Question Paper patterns for CAT

Test Type	2 Marks	5 Marks	10 Marks	Total Marks
CAT 1 to 3	5	2 (out of 3)	3 (Out of 4 Questions)	50
CAT 4	End Semester Examination Question Pattern			75

Table: 9 (b) Question Paper patterns for End Semester Examination

2 Marks	5 Marks	10 Marks	Total Marks
10	5 (one questions from each unit, with Internal Choice, i.e. either-or type)	3 (3 out of 5 Questions)	75

10.3 Mark Distribution for Attendance

The theory and practical examinations shall comprise continuous assessment throughout the semester in all subjects as well as End Semester Examinations conducted by the Institute at the end of the semester (November / December or April / May).

- (a). *Theory courses for which there is a written paper of 75 marks in the End Semester Examination. The Continuous Assessment marks of 25 has to be distributed as shown in Table 4 and 5 marks for class attendance in the particular subject.*

The distribution of marks for attendance is as follows:

- 5 marks for 95% and above
- 4 marks for 90% and above but below 95%
- 3 marks for 85% and above but below 90%
- 2 marks for 80% and above but below 85%
- 1 mark for 75% and above but below 80%



(b). Practical courses for which there is an end semester practical examination of 50 marks:

Every practical subject carries Continuous assessment mark of 50, distributed as follows: (i) Average of Pre/post-test/viva for each experiment– 10 marks (ii) Average of Marks for experiment report for each experiment-15 marks (iii) Model Exam / Report– 15 marks and (iv) Attendance – 10 marks.

The marks earmarked for attendance are to be awarded as follows:

- 10 marks for 95% and above
- 8 marks for 90% and above but below 95%
- 6 marks for 85% and above but below 90%
- 4 marks for 80% and above but below 85%
- 2 marks for 75% and above but below 80

10.4 Criteria for Assessment of Project Work

For final year Project Work out of 100 marks, the maximum marks for Continuous Assessment is 40 marks and that for the End Semester Examination (project report evaluation, publication of papers, patent etc and viva-voce examination) is 60 marks.

- Project work may be assigned to a group of students not exceeding 4 per group, under the supervision of faculty guide(s).
- The Head of the Department shall constitute a review committee for each programme. There shall be a minimum of three faculty members in the review committee. There shall be three reviews (as per Table 10) in total, during the semester by a review committee.

Table: 10 CAM & ESM break-up for Project work

Sl. No	Description			Weightage
1	Continuous Assessment Marks			
a	Review 1	Review Committee [#]	5	10
		Guide	5	
b	Review 2	Review Committee [#]	5	10
		Guide	5	
c	Review 3	Review Committee [#]	10	20
		Guide	10	
Total CAM				40
2	End Semester Marks			
a	Evaluation of final report and Viva-voce	Internal Examiner	25	50
		External Examiner	25	
b	Outcome*	Conference Presentations / Publication of papers /prototypes /patents etc	10	10
Total ESM				60
Total Marks				100

* Outcome, in terms of conference presentations / paper publication, patents, product development and industry projects shall be awarded by both internal and external examiners, based on the document proofs submitted by the student concerned

Review committee consists of internal faculty members nominated by the Head of the Department. The guide of the student being examined shall not be part of the committee.

- Interim project report shall be submitted before the project reviews with the approval of the guide. The Project Report, prepared according to the approved guidelines and duly signed by the guide and the Head of the Department shall be submitted to the department as per the timeline announced by the department.
- The End Semester Examination project work shall consist of evaluation of the final project report by an external examiner, followed by a viva-voce examination conducted separately for each student by a committee consisting of the external examiner and an internal examiner. The Controller of Examinations (CoE) shall appoint Internal and External Examiners for the End Semester Examination of the Project Work.
- The Continuous Assessment Marks (CAM) and End Semester Examinations marks(ESM) for Project Work and the Viva-Voce Examination will be distributed as indicated in Table 10.

10.5 Grading for Enhancement Courses (Ability / Skill / Employability)

Ability Enhancement, Skill Enhancement and Employability Enhancement Courses are courses that are required to be completed to fulfil the degree requirements (e.g. Value Education, Environmental Science, etc.). However, Ability Enhancement and Employability Enhancement courses will not be taken in to consideration for the GPA / CGPA calculations. Each of these courses are assessed continuously and internally for a total mark of 100 (as described in Table 11 below), out of which the pass mark is 40%. Students, who fail to pass this course are required to repeat the course, when it is offered next time.

Table: 11 Evaluation of Ability, Skill, and Employability Enhancement Courses

Course Category	Description of Evaluation Choices (to be chosen by the concerned faculty)
Ability Enhancement Courses	Quizzes, Assignments, Field Work, Seminar, Presentations, Group Discussions, Lab Record (as applicable), Short Tests, Mini-Project, In-plant Training, Internship, Report submission, etc.
Skill Enhancement Courses	
Employability Enhancement Courses	

11. PASS REQUIREMENTS

- **A student is declared to have successfully passed a theory based course if he/she has secured:**
 - A minimum of 40% in the maximum of 75 marks in the end semester examinations.
 - A minimum of 40% marks on combining both Continuous Assessment Marks (CAM) and End Semester Examination Marks (ESM).
- **A student is declared to have successfully passed a practical / project based course if he/she has secured:**
 - A minimum of 40% marks in the end semester examinations.
 - A minimum of 40% marks on combining both Continuous Assessment Marks (CAM) and End Semester Examination Marks (ESM).

- The letter grade "W" will be indicated for the courses for which the student has been granted authorized withdrawal (Table - 12).
- For mandatory courses (one-credit), the student must satisfy the minimum attendance requirement and passing criteria as specified for the course in the department.

12. METHODS FOR REDRESSAL OF GRIEVANCES IN EVALUATION

Students who are not satisfied with the grades awarded in the End Semester Examination of Theory Courses for regular and arrear examinations can seek redressal as follows

- After declaration of results, photocopy of valued answer scripts with the marks awarded to individual answers shall be made available to the students on submission of an application along with the prescribed fees to Controller of Examinations.
- Students can get their answer scripts revalued by submitting an application along with the prescribed fees to the Controller of Examinations.
- The provision for getting the photocopy of valued answer scripts and revaluation is extended to all the students including those who have passed the examination.
- The Controller of Examinations shall get the answer script revalued by appointing an examiner other than the one who has valued the script earlier and revise the grade accordingly.
- The marks obtained after revaluation will be taken as final irrespective of the marks awarded earlier. That is, if the marks obtained after revaluation happens to be lower than the original marks then '*the lower mark*' will be considered for the award of revised grade.

13. LETTER GRADE AND GRADE SHEET

All assessments of a course will be evaluated exactly based on the marks. However, for the purpose of reporting the performance of a candidate, letter grades, each carrying certain number of points, will be awarded as per the range given in Table 12, based on the percentage of marks obtained by the candidate in each subject:

Table: 12 Letter Grade and its range

S.No	Range of percentage of total marks	Letter Grade	Grade Points
1	90 to 100	S	10
2	80 to 89	A	9
3	70 to 79	B	8
4	60 to 69	C	7
5	50 to 59	D	6
6	40 to 49	E	5
7	0 to 39	F	0
8	Absent	FA	0
9	Withdrawal from examination	W	0
10	Pass in mandatory-non- credit course	P	0

F – denotes Failure of the course and FA – Failure due to Absent

13.1 Grade Sheet

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

- The College Name and Affiliating University.
- The list of courses registered during the semester and the grades scored.
- The Semester Grade Point Average (SGPA) for the semester.
- The Cumulative Grade Point Average (CGPA) of all courses enrolled from first semester onwards.
- On completion of a semester, each student is assigned a Semester Grade Point Average which is computed as below for all courses registered by the student during that semester

$$\text{Semester Grade Point Average (SGPA)} = \frac{\sum(C_i \times GP_i)}{\sum C_i}$$

where C_i is the Credit for a course in that semester and GP_i is the Grade Point earned by the student for that course. The GPA is rounded off to two decimals.

- The overall performance of a student at any stage of the Degree programme is evaluated by the Cumulative Grade Point Average (CGPA) up to that point of time.

$$\text{Cumulative Grade Point Average (CGPA)} = \frac{\sum(C_i \times GP_i)}{\sum C_i}$$

where C_i is the Credit for each course of the completed semesters at that stage and GP_i is the Grade Point earned by the student for that course.

13.2 Scheme for conversion of CGPA to Percentage (%) marks: There are some employers / institutions that require the students to provide the details of the percentage (%) of marks scored in the semester examination / degree programme. In this regard, a scheme to convert the Cumulative Grade Point Average (CGPA) to Percentage (%) of marks is shown below:

$$\text{Percentage (\% marks) = CGPA} \times 10$$

14. ELIGIBILITY FOR THE AWARD OF DEGREE

A student shall be declared to be eligible for the award of the B.A./B.Sc./B.B.A./B.C.A./B.Com. Degree provided for which the student has

- Successfully completed the course requirements and has passed all the prescribed end semester examinations in all the six semesters within a maximum period of 5 years calculated from the commencement of the first semester.

14.1 Classification of Degree

After successful completion of the programme, degree will be awarded as per the following classifications based on the final CGPA

14.1.1 First class with Distinction

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

- a) Students who have successfully completed the programme within six consecutive semesters and obtained a final CGPA of 7.5 or above by passing in end semester examination in all the courses (Theory and Practical) from first to sixth semester in the *first attempt* will be declared to have passed in **First Class with Distinction**.
- b) Students who have secured a final CGPA of 7.5 or above but failed to clear the courses offered from first to sixth semester in the first attempt are not eligible for **First Class with Distinction** classification. However, those students who have opted for authorized complete withdrawal (only one time) from examination will be eligible for **First Class with Distinction** classification but it will not be considered for college Ranking.

14.1.2 First class

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

- a) Should have passed the examination in all the courses of all six semesters within four years. One-year authorized break of study (if availed of) or prevention from writing the End Semester examination due to lack of attendance (if applicable) is included in the duration of four years
- b) Students who have obtained a final CGPA of 6.0 or above, but below 7.5 CGPA shall be declared to have passed in **First Class**.
- c) Students who have lost the eligibility for **First Class with Distinction** classification by failing to clear the courses offered from first to sixth semester in the first attempt but securing a final CGPA of 7.5 or above shall also be declared to have passed in **First Class**.

14.1.3 Second class

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

- d) Should have passed the examination in all the courses of all six semesters within six years. One-year authorized break of study (if availed of) or prevention from writing the End Semester examination due to lack of attendance (if applicable) is included in the duration of six years
- e) Students who have obtained a final CGPA of 5.00 or above, but below 6.0 CGPA shall be declared to have passed in **Second Class**.

14.1.4 Pass class

- a) All other students (not covered in clauses at S.No.1, 2 and 3 above) who qualify for the award of the degree shall be declared to have passed the examination in **Pass Class**.

14.2 Gold Medals and Ranks

For the Award of Gold Medal and ranks and for each program of study specified in these regulations, the CGPA secured from 1st to 6th semester alone should be considered and it is mandatory that the candidate should have passed all the subjects from 1st to 6th semester in the first attempt. Rank certificates would be issued to the first five candidates in each program of study.

14.3 Result Passing Board

The Controller of Examinations shall constitute a *Result Passing Board* for each branch of study. The *Result Passing Board* shall meet soon after the valuation of answer sheets of the semester examination to analyze the relative performance of students and award appropriate grace marks, if necessary, for overall improvement in the result. On finalization of the results by *Result Passing Board*, the Controller of Examinations shall declare the results in consultation with the HoD.

15. TEMPORARY BREAK OF STUDY FROM THE PROGRAMME

A student shall be permitted to withdraw temporarily from the college for the reason beyond his/her control. The applicable rules are:

- i. The student shall rejoin next year in the same semester during which the student has withdrawn.
- ii. The student shall apply to Dean Academics through HoD for such a withdrawal stating the reasons for such withdrawal, along with supporting documents consent of his/her parent/guardian and clearance/no due from the all the concerned department.
- iii. Dean Academics shall peruse the case and recommend for the approval from Academic Council (AC) /Academic Standing Committee (ASC).
- iv. A student availing of temporary withdrawal from the college under the above provision shall be required to pay such fees and/or charges as may be fixed by the AC/ASC such time as his/her name appears on the student's enrolment. However, it may be noted that the fees/charges once paid shall not be refundable.
- v. The total period of completion of the course reckoned from the commencement of the first semester to which the candidate was admitted shall not exceed 6 years in any case including of the period of discontinuance.

16. TERMINATION FROM THE PROGRAMME

A student shall be terminated from the program in the following cases:

- i. Involved in ragging and not obeying disciplinary rules structured by college
- ii. Not completing the programme in prescribed period; Students shall have to complete the B.A./B.Sc./B.B.A./B.C.A./B.Com. Degree programme in the maximum period of 6 years (12 semesters) from the date of admission. Such student will be declared as Failed to Complete Graduate Education (FCGE). However, genuine cases with proper justification may be referred to AC for extending programme completion period.

17. DISCIPLINE AND CONDUCT

Any act of misconduct committed by a student inside or outside the campus shall be an act of violation of discipline of the college. Violations of the discipline shall include:

- (a). Disruption of teaching, examination, administrative work, curricular or extra-curricular activity and any act likely to cause such disruption.
- (b). Damaging or defacing the property inside or outside the college campus.
- (c). Engaging in any attempt at wrongful confinement of teachers, employees and students of the college.
- (d). Use of abusive and derogatory slogans or intimidators' language or incitement of hatred and violence.

- (e). Ragging in any form ("Ragging means causing, inducing, compelling or forcing a student whether by way of a practical joke or otherwise to do any act which detracts from human dignity or violates his person or exposes him to ridicule or to forbear from doing lawful act, by intimidating, wrongfully re-straining, wrongfully confining or injuring him or by using criminal force to him or by holding out to him any threat of such intimidation, wrongful restraint, wrongful confinement, injury or the use of criminal force. Supreme Court of India has defined ragging as a criminal offence.)
- (f). Eve teasing or disrespectful behaviour to women or girl students.
- (g). An assault upon or intimidation of, or insulting behaviour towards a teacher, officer, employee or student or any other person.
- (h). Getting enrolled in more than one programme /course of study simultaneously.
- (i). Committing forgery, tampering the documents or records, identity cards, furnishing false certificate or false information.
- (j). Organizing instant agitation/meetings without prior permission in the campus.
- (k). Viewing/downloading obscene information/data, images and executable files, sending obscene mails/messages via Facebook /tweeter/other social sites using college servers.
- (l). Sharing the login and pass word and other details of IT facilities provided to other outside students.
- (m). Refusing to provide an identity card when demanded by any teacher / college authority.
- (n). Consuming or possessing alcoholic drinks, dangerous drugs or other intoxicants in the college campus.
- (o). Possessing or using any weapons and fire arms in the college campus.
- (p). Unauthorized occupations of hostel, accommodating guests or other persons in hostels without permission.
- (q). Malpractice in examination
- (r). Indulging in anti-national activities contrary to the provisions of acts and laws enforced by Government.
- (s). Any other act which may be considered by the Director or the Discipline Committee to be an act of violation of discipline.

Any act of indiscipline of a student reported to Director/Concerned authority shall be referred to Redressal and Disciplinary Committee of the college. The Committee shall enquire into the charges and recommended suitable punishment if the charges are substantiated. The penalties / punishment / actions may include.

- (a). Written warning and information to the parents/guardian.
 - (b). Imposition of fine
 - (c). Suspension from the College/Hostel/Mess/Library/or availing of any other facility.
 - (d). Suspension or cancellation of scholarship/fellowship/ studentship or any financial assistance from any source.
 - (e). Recover of loss caused to college property.
 - (f). Debarring from participation in sports/NSS/student clubactivities.
 - (g). Disqualifying from holding any representative position in the Class/College/Hostel Mess/Sports/Clubs and in similar other bodies.
 - (h). Disqualifying for appearing in placement and receiving any awards.
 - (i). Expulsion from the Hostel/Mess/Library/Club/College for a specified period by forfeiting fees.
 - (j). Debarring from appearing for an end semester examination.
- Student(s) involved in any act of indiscipline /malpractice in examination shall be issued notice to him/her, asked to be present before the Complaint Redressal Committee (CRC) on the day at specified time and venue with his/her parents/guardian. He / She shall give written reply /oral explanation to the charges levied against him/her for consideration. If the implicated student(s) fails to appear before the committee, then decision shall be taken as absent, on the basis of available evidence/documents which shall be binding on the concerned student.
 - Every admitted student shall be issued photo identification (ID) card which must be retained by the student while he/she is registered at SMVEC. The student must have valid ID card with him /her while in the institute.

18. ACADEMIC CALENDAR

- The academic activities of the college shall be governed by academic calendar prepared for each academic year and approved by the AC/ASC. It shall be notified at the beginning of each academic year. Academic calendar shall incorporate schedule of admission, course registration, course delivery, examination/evaluation, course feedback, course/graduate exit survey, co-curricular activities, compensation of holidays in case of academic loss, meetings (AC, ASC, IQAC, BoS, Alumni), Academic audit and vacation.
- The curriculum shall be typically delivered in two semesters in an academic year. Each semester shall be of 20 weeks (approximately 100 working days) duration, including evaluation, grade moderation and result declaration. Generally, 13-14 weeks (65-70 days) for course content delivery and 4-6 weeks (20 – 30 days) for examination /evaluation shall be assigned in each semester. The academic session in each semester shall provide at least 75 teaching days with 40 hours per week. The first and second semesters of an academic year normally begin from second week of June and second week of December respectively.
- The academic calendar should be strictly adhered to all other activities including co-curricular and extra-curricular activities that should be scheduled so as not to interfere with the curricular activities as stipulated in the academic calendar.

19. VARIOUS COMMITTEES AND THEIR FUNCTIONS

19.1 Academic Council (AC)

Composition of Academic Council:

1. The Director / Principal (Chairman)
2. All the Heads of Departments in the college
3. Four teaching staff of the college representing different designation are nominated on rotation basis according to the service of seniority.
4. Not less than four experts/academicians from outside the college representing such areas as Industry, Commerce, Law, Education, Medicine, Engineering, Sciences etc., to be nominated by the Governing Body.
5. Three nominees of the university not less than Professors.
6. A faculty member nominated by the Principal (Member Secretary).

19.1.1 Term: The term of the nominated members shall be three years.

19.1.2 Meetings: Academic Council shall meet at least twice a year.

19.1.3 Functions of the Academic Council:

The Academic Council shall have powers to:

- (a). Scrutinize and approve the proposals with or without modification of the Board of Studies with regard to courses of study, academic regulations, curricula, syllabi and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant thereto etc., provided that where the Academic Council differs on any proposal, it shall have the right to return the matter for reconsideration to the Board of Studies concerned or reject it, after giving reasons to do so.
- (b). Make regulations regarding the admission of students to different programmes of study in the college keeping in view the policy of the Government.
- (c). Make regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels.
- (d). Recommend to introduce the new programme of study to the Governing Body proposals.
- (e). Recommend to the Governing Body institution of scholarships, studentships, fellowships, prizes and medals, and to frame regulations for the award of the same.
- (f). Advise the Governing Body on suggestions(s) pertaining to academic affairs framed by it.
- (g). Perform such other functions as may be assigned by the Governing Body.

19.2 Board of Studies (BoS)

Composition of Board of Studies:

1. Head of the Department concerned (Chairman).
2. The entire faculty of each specialization.
3. Two subject experts from outside the Parent University to be nominated by the Academic Council.
4. One expert to be nominated by the Vice-Chancellor from a panel of six recommended by the college principal.
5. One representative from industry/corporate sector/allied area relating to placement.
6. One postgraduate meritorious alumnus to be nominated by the principal. The Chairman, Board of Studies, may with the approval of the principal of the college, co-opt:
 - a. Experts from outside the college whenever special courses of studies are to be formulated.
 - b. Other members of staff of the same faculty.

19.2.1 Term: The term of the nominated members shall be three years.

19.2.2 Meetings: The Board of Studies shall meet at least twice a year.

19.2.3 Functions of BoS

The Board of Studies of a Department in the college shall:

- (a). Prepare syllabi for various courses keeping in view the objectives of the college, interest of the stakeholders and national requirement for consideration and approval of the Academic Council;
- (b). suggest methodologies for innovative teaching and evaluation techniques;
- (c). suggest panel of names to the Academic Council for appointment of examiners; and
- (d). coordinate research, teaching, extension and other academic activities in the department/college.

19.3 Academic Standing Committee (ASC)

Composition is same as that of AC expert extent members. ASC shall perform the functions under emergent situations subject to ratification by the AC.

19.4 Academic Appeal Board (AAB)

The entire process of Continuous Assessment shall be made transparent, in which students can get the explanation of marks being awarded from the course instructor, if and when required. However, if a student finds some anomaly in the award of marks in the continuous assessment, he/she can make an appeal to the *Academic Appeals Board* for review of marks awarded. Before appealing for such review, a student shall first approach the concerned Course Instructor and then the concerned Head of the Department, with a request to do the needful. Only after exhausting the above options and in situations where satisfactory actions / remedial measures have not been taken, the student may appeal to the Academic Appeals Board.

The Academic Appeals Board is constituted with Dean (Academics) as convener and two senior level professor as members, and the concerned Head of the Department and Class Advisor as co-opted members. The board will receive the grievance/complaints in writing from the

aggrieved student regarding anomaly in award of marks. The board will examine the complaints and recommend appropriate measures to the Director/Principal, for necessary action.

19.5 Departmental Advisory Committee (DAC)

DAC is another basic constituent of the academic system of an autonomous college. The composition and functions of the DAC are given below

- i. Chairman : Head of the concerned Department
- ii. Internal Members : Two senior faculty members of the department
- iii. Industry Representative : One representative from industry/corporate sector / allied are related to the placement
- iv. One academician from other Institution
- v. One meritorious alumnus
- vi. One parent
- vii. One student
- viii. Member secretary : Programme Academic Coordinator

19.5.1 Term: The term of the nominated members shall be three years.

19.5.2 Meetings: The meeting may be scheduled as and when necessary, but at least twice a year.

19.5.3 Functions of DAC

The DAC of a department in the college shall

- (a). Formulate a process to review post implementation effects of curriculum
- (b). Suggest measures to ensure academic standard and excellence of the course offered by the department.
- (c). Suggest the methodologies for innovative teaching and evaluation techniques; enhancement of industry institute interaction
- (d). Identify and recommend the record of new programme
- (e). Review target set for attainment of course outcomes and programme outcomes
- (f). Guide and provide support to department for enhancing interaction with outside world.
- (g). Plan strategically to enhance the academic quality of department.
- (h). Address concerns of stakeholders expressed through feedback.
- (i). Defining and redefining the Programme Educational Objectives (PEOs) and Programme Outcomes (POs) based on the recommendations by departmental academic committee.
- (j). Study the achievement of PEOs and POs reported by department academic committee and suggest measures for improvement.

19.6 Board of Examinations (BoE)

19.6.1 Composition

- i. Director (Chairman)
- ii. Dean Academic.
- iii. Controller of Examination(COE): Member Secretary

- iv. One expert possessing ten years of industrial/ field experience nominated by the Chairman
- v. Coordinators (Examinations, Assessment, Results and Tabulation)

19.6.2 Functions of BoE:

- (a). The BoE shall
 - i. Ensure proper performance of the various duties in conducting examinations viz paper setting, time table preparation, assessment and declaration of results.
 - ii. Recommend examination reforms and shall implement after the approval of academic council.
 - iii. Prepare the detailed time table of examinations as per the schedule approved by academic council.
 - iv. Arrange for strict vigilance during the conduct of examination so as to avoid use of unfair means by the students, faculty and invigilators.
- (b). Chairman, BoE shall constitute Complaint Redressal Committee (CRC) consisting of three members as and when required to deal with the complaints related to the conduct of examinations.
- (c). The recommendations of the CRC shall be approved by Chairman for the BoE to take appropriate disciplinary actions in the concerned matter. The disciplinary actions shall be endorsed by the BoE.
- (d). The BoE shall perform duties and responsibilities that are assigned by Academic Council of the institute from time to time.

19.7 Department Consultative Committee(DCC)

19.7.1 Composition

- i. Head of Department (Chairman)
- ii. Five faculty members (at least one from each specialization) nominated by HOD
- iii. Member Secretary: Programme Academic Coordinator (UG)/Programme Evaluation Coordinator (UG)

19.7.2 Functions of DCC

- (a). Review, revise and prepare curriculum structure following institutional policy, suggest improvements in syllabus of a course/s prepared by course teacher/s and forward the curriculum to BoS for further recommendations.
- (b). Check appropriateness of course objectives, course outcomes, and mapping of COs with POs and suggest necessary improvements/modifications.
- (c). Monitor the academic progress throughout the semester, conduct of classes and take appropriate corrective measures to improve the quality of curriculum delivery.
- (d). Review academic performance of students.
- (e). Counsel the concerned course teachers for improvement based on student feedback, academic and question paper audit reports.
- (f). See target/s for attainment of course outcomes and programme outcomes.



- (g). Formulate strategy to collect feedback from stake holders, analyse the collected feedback and forward the analysis to DAC.
- (h). Contribute to maintain academic standard as well as improving the quality of the courses offered by the department and enhance industry–institute interaction.
- (i). Suggest open and professional electives considering societal needs.
- (j). Recommend methodologies for innovative teaching and evaluation techniques to BOS.
- (k). Coordinate research, teaching, extension and other academic activities in the department/college.
- (l). Carry out preparatory work for defining /redefining the Programme Educational Objectives(PEOs) and Programme Outcomes(POs)periodically.
- (m). Monitor evaluation of course attainments leading to achievement of programme outcomes and report the results of assessment to BoS.

19.8 Programme Academic Coordinator (PAC)

There shall be Departmental Academic Coordinator. The functions and duties are:

- (a). Coordination of all academic activities of the department viz Curriculum revision, framing of syllabus, time table, BOS meeting as member secretary, re-registration of course/s, display and submission of attendance status.
- (b). Coordination to conduct internal academic audit and departmental advisory committee meeting as a member secretary.
- (c). Monitoring academic activities and conduct of classes.
- (d). Extend necessary help to departmental academic and evaluation committee.
- (e). Recording and forwarding all academic related documents to Dean Academics.
- (f). Work in association with Dean Academics.

19.9 Departmental Evaluation Coordinator (DEC)

Functions and duties of DEC are:

- (a). Conduct course and graduate exit survey, make arrangements for feedback from stakeholders (industry/employer/alumni/student) and feedback analysis.
- (b). Monitoring assessment of course outcome.
- (c). Computation /assessment /evaluation/achievement of PEOs and POs as per NBA/NAAC requirements.
- (d). Compilation of information required for preparation of Annual Quality Assurance Report (AQAR) by the Internal Quality Assurance Cell (IQAC).
- (e). Extend necessary help to departmental academic and evaluation committee.

19.10 Class Advisor

Head of the Department will allot one faculty member to be the class advisor for a particular batch of students throughout their period of study. The role of class advisors is as follows:

- i. To motivate and closely monitor the performance of the students.
- ii. To build a strong alumni base for the institution by maintaining a meaningful rapport with students and parents.
- iii. To maintain all important documents of the students for reference/inspection by all committees.
- iv. To work closely with the student counsellors on matters related to students attached to the student counsellors and update the details of the students from time to time.

19.11 Student Counsellor (Mentor)

By guiding and counseling students, faculty can create a greater sense of belongingness amongst the student community. To help the students in planning their courses and for general guidance on the academic programme, the Head of the Department will allot a certain number of students to a teacher of the department who shall function as student counselor throughout the period of study.

The student counselor will guide / monitor the courses chosen by the students, check attendance and progress of the students and counsel them periodically. The student counselors should ensure that each student is made aware of the various options for progress. Students are monitored and guided to become overall performers. Students can select and work for career choices of their interest. The student counselors shall update and maintain the student counselor record of each student under his guidance attached to them. The student counselors shall also help the class advisors to update the students details attached to them.

The student counselor may also discuss with the class advisor, HoD and parents about the progress of the students.

19.12 Class Committee

Every class will have a class committee constituted by the HoD. The members of the class committee will be as follows: -

1. Chairperson (a senior faculty who is preferably not teaching any course for the class)
2. All faculty handling courses for the class
3. Students (a minimum of 6 consisting of 3 boys and 3 girls on pro-rata basis)

19.12.1 Functions

The functions of the class committee shall include the following: -

- (a). Clarify the regulations of the programme and the details of rules therein.
- (b). Inform the student representatives about the academic schedule including the dates of assessments and the syllabus coverage for each assessment.
- (c). Inform the student representatives about the details of Regulations regarding marks assigned for each assessment. In the case of practical courses (laboratory/ drawing / project work / seminar etc.) the breakup marks for each experiment / exercise /

module of work, should be clearly discussed in the class committee meeting and informed to the students

- (d). Analyze the performance of the students of the class after each assessment test and initiate steps for improvement.
- (e). Identify slow learners, if any, and request the faculty concerned to provide additional help / guidance / coaching to such students.
- (f). Discuss and sort out problems experienced by students in the classroom and in the laboratories.
- (g). The class committee shall be constituted within the first week of commencement of any semester.
- (h). The chairperson of the class committee may invite the class advisor / student counselor and the Head of the Department to the meeting of the class committee.
- (i). The Director /Principal may participate in any class committee meeting.
- (j). The chairperson is required to prepare the minutes of every meeting, submit the same through the Head of the Department to the Principal within two days of the meeting and arrange to circulate the same among the students and faculty concerned. Points requiring action by the management shall be brought to the notice of the management by the Principal.

19.12.2 Meetings

The class committee meetings are to be conducted as scheduled below.

Table: 13

Meeting 1	Within one week from the date of commencement of the semester
Meeting 2	One week before the 1 st assessment test
Meeting 3	One week before the 2 nd assessment test

During the first meeting of the class committee, the students are to be informed about the nature and marks of assessments as per the framework of the Regulations. During these meetings the student representatives shall meaningfully interact and express opinions and suggestions of the students of the class to improve the effectiveness of the teaching-learning process.

19.12.3 Course Committee for Common Courses

Each common theory / laboratory course offered to more than one class / branch shall have a Course Committee, comprising all the faculties who are teaching the common courses and one of them is nominated as a Course Coordinator.

Table: 14

Sl. No	Nature of common courses	Person Responsible for Forming Course Committee and Nominating Course Coordinator
1	For common course handled in a particular department	Respective HoD
2	For common courses handled in more than one department	Controller of Examinations (CoE) puts up the course committee details to the Principal to get approval for the same and intimate to the concerned faculty

The course committee will ensure that a common question paper is prepared for the tests / exams and uniform evaluation is carried out. The Course committee will meet a minimum of 3 times in each semester. The schedule for the course committee to meet is as follows.

Table: 15

Meeting 1	One week before the beginning of the semester
Meeting 2	One week before the 1 st assessment test
Meeting 3	One week before the 2 nd assessment test

20. REVISION OF REGULATIONS AND CURRICULUM

The college may revise, amend or change the regulations of curriculum and syllabus from time to time as and when found necessary.

