



REGULATIONS FOR PG [M.E./MBA] PROGRAMME

UNDER CHOICE BASED CREDIT SYSTEM

[For the Students Admitted from the Academic Year 2019-20 and Onwards]

[PG Regulation-2019]

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1. PRELIMINARY DEFINITIONS AND NOMENCLATURE

In these Regulations, unless the context otherwise requires:

- i) **“Programme”** means Under Graduate Degree Programme (M.E./MBA)
- ii) **“Branch”** means specialization or discipline of M.E. Degree Programme like “Applied Electronics”, “Structural Engineering”, etc.
- iii) **“Course”** means Theory or Practical subject that is normally studied in a semester.
- iv) **“Head of the Institution”** means the Principal of a College / Institution who is responsible for all academic activities of the College / Institution and for implementation of relevant Rules and Regulations.
- v) **“Head of the Department”** means Head of the Department concerned.
- vi) **“Controller of Examinations”** means the Authority of the College who is responsible for all activities of the Examinations.
- vii) **“University”** means ANNA UNIVERSITY.
- viii) **“College”** or **“Institution”** means P.S.R. Engineering College.

2. ELIGIBILITY FOR ADMISSION

- 2.1 Students for admission to the first semester of the Post Graduate Degree Programme shall be required to have passed an appropriate qualifying Degree Examination of Anna University or any examination of any other University as equivalent thereto.
- 2.2 Eligibility conditions for admission such as class obtained, number of attempts in qualifying examination and physical fitness will be as prescribed from time to time.
- 2.3 Any other examinations as notified by the Government of Tamilnadu
- 2.4 The Part-Time students should satisfy other conditions regarding experience, Sponsorship etc, prescribed by the AICTE / Anna University.

3. PROGRAMMES OFFERED & MODE OF STUDY

3.1 Programmes Offered

A student may be offered admission to any one of the following PG programme of study being offered in this college. The medium of instruction is English.

1. M.E. Computer Science and Engineering
2. M.E. Applied Electronics
3. M.E. Structural Engineering
4. M.E. Power Electronics and Drives
5. M.E. Engineering Design
6. Master of Business Administration (MBA)

3.2 Modes of Study

3.2.1 Full Time

- Students admitted under 'Full-Time' should be available in the College during the entire duration of working hours for the curricular, co-curricular and extra-curricular activities.
- The Full-time students should not attend any other Full-time programme(s) / course(s) or take up any Full-Time job / Part-Time job during working hours in any Institution or company during the period of Full- Time programme. Violation of the above rules will result in cancellation of admission to the PG programme.

3.2.2 Part Time

In this mode of study, the students are required to attend classes conducted along with the Full Time students as per the curriculum.

4. STRUCTURE OF THE PROGRAMMES

4.1 Categorization of Courses

Every Post Graduate Degree Programme will have a curriculum with syllabi consisting of theory and practical courses that shall be categorized as follows:

- i) **Programme Core (PC)** courses include the courses relevant to the chosen specialization / branch, Project Work.
- ii) **Programme Elective (PE)** courses include the elective courses relevant to the chosen specialization/ branch.
- iii) **Open Elective (OE)** courses include the courses relevant to the chosen specialization / branch which a student can choose from the curriculum of

other M.E.

- iv) **Mandatory Courses (MC)** on Research Methodology and IPR
This course deals with the systematic plan for doing research and Intellectual Property Rights (IPR)
- v) **Laboratory / Practical Courses**
Develop a range of experimental techniques and approaches in their field of specialization
- vi) **Miniproject & Dissertation / Project Work & Seminar**
- vii) **Audit Course (AC):** Offered for the purpose of self-enrichment and academic exploration with no need of academic credit. The audit courses include Yoga, Value education, Disaster management, Sanskrit, Pedagogy, Constitution of India, Personality development through Indian culture and courses covering subjects for developing the desired attitude among the learners is on the line of initiatives such as Unnat Bharat Abhiyan

4.2 Credit Assignment

- One credit for each lecture period allotted per week
- One credit for two tutorial periods allotted per week
- One credit for each seminar/practical session of two periods per week.

4.3 Project Work

The Project work is an important component of Post-Graduate programmes. The Project work for M.E. 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 during IV semester. For M.B.A. programme, the Project Work has to be undertaken in the final semester.

- 4.3.1 The Project work for M.E. (for Phase II Project work) and M.B.A, shall be pursued for a minimum of 16 weeks during the final semester.
- 4.3.2 The Project work shall be carried out under the supervision of a “qualified teacher” in the Department concerned. In this context “qualified teacher” means a faculty member possessing (i) PG degree with a minimum of 3 years of teaching experience or (ii) Ph.D. degree.
- 4.3.3 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.

4.4 Self-Study Courses

Students may be permitted to credit one Self Study course with the approval of Head of the Department.

The Department may offer self-study courses. The purpose of the course is to permit the student to study a course / topic of the student's choice. The students shall study on their own under the guidance of a faculty member. No formal lectures need be delivered. The syllabus of the course and mode of assessments shall be approved by the Departmental Consultative Committee and formal approval of the course by the BOS/ Academic Council, preferably before the commencement of the semester. The self-study course of 3 credits can be considered as one elective course. One Faculty member approved by the Head of the Department shall be responsible for the periodic monitoring and evaluation of the course.

5. DURATION OF THE PROGRAMMES

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

Programme	Min. No. of Semesters	Max. No. of Semesters
M.E. (Full-Time)	4	8
M.E. (Part Time)	6	12
MBA (Full Time)	4	8

5.2 Each semester shall normally consist of 90 teaching days (including examination days). The Head of the Department shall ensure that every faculty member imparts instruction as per the number of periods specified in the syllabus covering the full content of the syllabus for the course being taught.

5.3 The total duration for completion of the programme reckoned from the commencement of the first semester to which the student was admitted shall not exceed the maximum duration specified in clause 5.1 irrespective of the period of break of study (vide clause 18) or prevention (vide clause 7.3) in order that the student may be eligible for the award of the degree (vide clause 13).

5.4 The students shall complete the minimum prescribed credits required as per the curriculum of his/her programme for the award of the degree.

6. COURSE REGISTRATION & REAPPEARANCE REGISTRATION

6.1 The students on admission have to register and study the courses prescribed in the

- curriculum in the student's first Semester of study.
- 6.2 Each student shall be assigned to a Faculty Advisor who shall advise and counsel the student about the details of the academic programme and the choice of courses considering the students' academic background and career objectives.
 - 6.3 Every student shall enroll / register for the course of the semester as notified by the Principal. However, the student shall confirm the enrollment by registering for the courses within the first five working days after the commencement of the concerned semester.
 - 6.4 If the student wishes, he/she may drop or add courses (from II to IV semesters only) within five working days after the commencement of the concerned semester and complete the registration process duly authorized by the Faculty Advisor. Total number of credits of such courses cannot exceed 3. However the maximum number of credits the student can register in a particular semester cannot exceed 36 credits (including courses for which the student has done reappearance registration).
 - 6.5 No course shall be offered by a Department unless a minimum of 5 students register for that course.
 - 6.6 The student shall register for the project work in the semester as specified in the curriculum.
 - 6.7 After registering for a course, a student shall attend the classes, satisfy the attendance requirements, earn Continuous Assessment marks and appear for the End Semester Examinations.
 - 6.8 If a student fails in a theory course, the student shall do reappearance registration compulsorily for that course in the subsequent semester. The student can optionally earn Continuous Assessment marks and attend End Semester examination, in such case latest Assessment marks will only be valid.
The student may attend the classes for the reappearance registration Courses, if the student wishes. The attendance requirement (vide clause 7) is not compulsory for such courses.
 - 6.9 A student who has already appeared for a course in a semester and passed the examination is not entitled to reappear in the same course for improvement of letter grades / marks.
 - 6.10 If the theory course, in which the student has failed, is a Professional Elective or an Open Elective, the student may register for the same or any other Professional Elective or Open Elective Course respectively in the subsequent semesters. Such changes can be done only with due approval by Head of the Department.
 - 6.11 The student who fails in any Laboratory Course/ Project work / Seminar shall register for the same in the subsequent Semester and reappear for the End Semester Examinations.

- 6.12 If a student is prevented from writing end semester examination of a course due to lack of attendance, the student has to register for that course again, when offered next, attend the classes and fulfill the attendance requirements as per Clause 7. If the course, in which the student has lack of attendance, is a Professional Elective or an Open Elective, the student may register for the same or any other Professional Elective or Open Elective Course respectively in the subsequent Semester of Study.

7. ATTENDANCE REQUIREMENTS FOR APPEARING SEMESTER EXAMINATION

A student who has fulfilled by the following conditions shall be deemed to have satisfied the requirements for appearing end semester examination of a particular course.

- 7.1 A student will be permitted to appear for the end semester examination of a course, only if he/she secures not less than 75% of attendance taking into account the number of periods required for that course as specified in the curriculum.
- 7.2 If a student secures attendance between 65% and less than 75% in any course in the current semester of his / her studies due to medical reasons (hospitalization / accident / specific illness) or due to participation in the College / University / State / National / International level Sports events with prior permission from the Head of the Department concerned and Principal. The student shall be given exemption from the prescribed attendance requirement and the student shall be permitted to appear for the end semester examination of that course. In all such cases, the students should submit the required documents on joining after the absence.
- 7.3 Students who do not satisfy clause 7.1 and 7.2 and who secure less than 65% attendance in a course will not be permitted to write the End-Semester Examination of that course. The student has to register and repeat this course in a subsequent semester when it is offered next.
- 7.4 In the case of reappearance registration for a course, the attendance requirement as mentioned in Clauses 7.1 - 7.3 is not applicable. However, the student has to register for examination in that course by paying the prescribed fee.

8. ASSESSMENT PROCEDURE FOR AWARDING MARKS

Category	Internal Assessment	End Semester Examination
Theory Courses	30	70
Laboratory / Practical Courses	30	70
Project Work / Dissertation (Phase I & II)	30	70
Miniproject	100	Nil
Audit Courses (No Credit)	100	Nil

All (M.E. / MBA) Programmes consist of Theory Courses, Practical Courses and Employability Enhancement Courses. Appearance in End Semester Examination is mandatory for all courses including Theory, Practical and Project work. Performance in each course of study shall be evaluated based on (i) Internal Assessments throughout the semester and (ii) End Semester Examination at the end of the semester. Each course shall be evaluated for a maximum of 100 marks as shown below:

8.1 Internal Assessment For Theory Courses

The criteria for determining the internal assessment marks are:

i) Internal Tests [60% weightage]

Three tests each carrying sixty (60) marks shall be conducted for theory part by the department / Institution. The marks obtained in best of two tests shall be reduced to 60 marks and rounded to nearest integer. Retest at the discretion of the head of the department may be conducted for the deserving candidates.

ii) Assignment or Mini project [20% weightage]

A student has to carry out either an assignment or mini project in the subject concerned.

- An assignment normally requires work of average 5 to 6 hours of study and written work of average 5 to 6 hours which has to be submitted to the course tutor for evaluation.
- A mini project shall be in hardware or software. The student has to submit a report before the end of the semester. Mini project will be assessed based on the model presentation and report as decided by the department.

iii) Seminar [10% weightage]

Seminar may be considered for the courses as per the feasibility and decision of the HoD. In this case, the student has to make seminar on the topics related to the course. The seminar will be assessed by the course tutor with common parameters as described by the department and included in the internal assessment. If seminar is not considered, weightage of Assignment or Mini-Project (sec 8.1 (ii)) shall be 30%.

iv) Attendance [10% weightage]

(refer clause 8.5)

8.2 Internal Assessment For Practical Courses

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

Experiment / Record / Average

Practical classes' performance: 60% weightage

Practical Test: 30% weightage

Attendance (refer clause 8.5): 10% weightage

8.3 Internal and External Assessment For Project Works

There shall be three assessments during the semester by a review committee. The students shall make presentation on the progress made before the committee. The criteria for arriving the internal assessment marks and external marks for the project work are:

Project Work	Internal (30)			External (70)			
	Review-1	Review-2	Review-3	Thesis Evaluation	Viva-voce		
					Supervisor	External	Internal
Phase-I	10	10	10	40	10	10	10
Phase-II	10	10	10	40	10	10	10

In all the above cases, the internal marks awarded for 100 marks shall be reduced to 30 Marks.

8.4 Internal Assessment For Seminar

The courses under Employability Enhancement are evaluated by Continuous Assessments only. The seminar / Case study shall carry 100 marks and shall be evaluated through continuous assessment only. Every student is expected to present a minimum of 2 seminars per semester before the evaluation committee and for each

seminar, marks can be equally apportioned. The three member committee appointed by Head of the Department will evaluate the seminar and at the end of the semester the marks can be consolidated and taken as the final mark. The evaluation shall be based on the seminar paper / report (40%), presentation (40%) and response to the questions asked during presentation (20%). The Course Committee (vide clause 16) shall devise a common evaluation procedure.

8.5 Mini-Project

If Mini-Project is offered as a separate course, the following procedure will be followed. The Mini-Project may be carried out in their field of specialization. The student has to submit a report before the end of the semester. Mini project will be assessed based on the presentation and report as decided by the department.

Review-1	Review-2	Final Presentation & Model	Report	Total
25	25	30	20	100

8.6 Assessment of Audit Courses

Performance of the students are assessed based on the Internal Tests Only. The grades earned will not be considered for GPA / CGPA calculation.

8.7 Awarding Marks for Attendance

% of Attendance	Below 75	75	76-80	81-85	86-90	Above 90
Marks	0	2	4	6	8	10

The student on doing reappearance registration has to appear for the assessments along with the current batch of students and earn internal assessment marks again.

9. PASSING REQUIREMENTS

- For each course the examination will be conducted for 100 marks. A candidate who secures not less than 50% of the total marks in the end semester examinations and internal assessment put together in both theory and practical courses, including project work, subject to securing a minimum of 50% in the end-semester examination, wherever applicable, shall be declared to have passed the examination in that subject.

- When the mark secured for 100 in end-semester examination is converted to 70, minimum 35 marks must be secured for pass.

10 AWARD OF LETTER GRADES

The performance of a student will be reported using letter grades, each carrying certain points as detailed below:

Marks Scored	Letter Grade	Grade Points	Description
90 - 100	O	10	Outstanding
80 - 89	A +	9	Excellent
70 - 79	A	8	Very Good
60 - 69	B +	7	Good
50 - 59	B	6	above Average
0 - 49	RA	0	Reappearance
Incomplete	SA / AB	0	Shortage of Attendance / Absent

‘RA’ denotes Reappearance registration is required for that particular course.

‘SA’ denotes shortage of attendance (as per Clause 7) and hence prevented from writing end semester examination.

11 GPA AND CGPA CALCULATION

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

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

During each semester, the list of courses registered and the grades scored in each course are used to compute the Grade Point Average (GPA). GPA is the ratio of the sum of the products of the number of credits of courses registered and the grade points corresponding to the grades scored in those courses, taken for all the courses, to the sum of the number of credits of all the courses in the semester.

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

Where,

C_i - is the Credits assigned to the course

G_{P_i} - is the grade point corresponding to the letter 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.

CGPA will be calculated in a similar manner, considering all the courses enrolled from first semester. “RA” and “SA” grades will be excluded for calculating GPA and CGPA.

- 11.2 If a student studies more number of electives (PE/OE) than required as per the student’s programme curriculum, the courses with higher grades alone will be considered for calculation of CGPA.

12 EXAMINATION PROCEDURE

End Semester examination shall be conducted by the office of the Controller of Examination of the College as per the prescribed rules and regulation on examinations of the college.

12.1 Issue of Mark Sheet

Individual mark sheet for each semester will be issued to the students, through the head of the department concerned, after the publication of the result.

The mark sheet will contain credit, grade, grade point and result status for the course concerned.

12.2 Malpractice

If a student indulges in malpractices in any of the end semester examination, he/she shall be liable for punitive action as prescribed by the Anna University, Chennai from time to time.

12.3 Revaluation

- i) Copies of answer script for the theory course(s) can be obtained from the Office of the Controller of Examinations on payment of a prescribed fee specified for this purpose through proper application.
- ii) A candidate can apply for revaluation of his/her 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 Office of the Controller of Examinations, as per the prescribed norms of the College. Revaluation is not permitted for practical course and for project work.
- iii) Re totaling is permissible for all arrear and current theory courses.

12.4 Challenging Valuation

In case the student is not satisfied with the outcome of the revaluation the student can apply for 'Challenge Valuation'. The highest marks obtained by the student in all of the above will be considered for grading.

13 ELIGIBILITY FOR THE AWARD OF DEGREE

A student shall be declared eligible for the award of the M.E. / MBA degree provided the student has

- i) Successfully gained the required number of total credits as specified in the curriculum corresponding to the student's programme within the stipulated time.
- ii) Successfully completed the course requirements and has passed all the prescribed examinations in all the 4 semesters within a maximum period of 4 years from the commencement of first semester to which the student was admitted.
- iii) Successfully passed any additional courses prescribed by the Academic / Standing Committee whenever readmitted under regulations other than R-2016
- iv) No disciplinary action pending against the student.
- v) Approval by the University for the Award of degree.

14 CLASSIFICATION OF DEGREE

14.1 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 four semesters in First Appearance within three years, which includes authorized break of study of one year. Withdrawal from examination (vide Clause 17) will not be considered as an appearance.
- Should have secured a CGPA of not less than 8.50
- Should NOT have been prevented from writing end semester examination due to lack of attendance in any of the courses.

14.2 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 four semesters

within three years, which includes one year of authorized break of study (if availed) or prevention from writing the End Semester Examination due to lack of attendance (if applicable).

- Should have secured a CGPA of not less than 7.00

14.3 Second Class

All other students (not covered in clauses 14.1 and 14.2) who qualify for the award of the degree (vide Clause 12) shall be declared to have passed the examination in Second Class.

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

15 FACULTY ADVISOR

To help the students in planning their courses of study and for general advice on the academic programme, the Head of the Department of the students will attach a certain number of students to a faculty of the Department who shall function as Faculty Advisor for those students throughout their period of study. The Faculty Advisor shall advise the students in registering and reappearances registering of courses, authorize the process, monitor their attendance and progress and counsel them periodically. If necessary, the Faculty Advisor may also discuss with or inform the parents about the progress / performance of the students concerned.

The responsibilities for the faculty advisor shall be:

- To inform the students about the various facilities and activities available to enhance the students' curricular and co-curricular activities.
- To guide student enrollment and registration of the courses.
- To authorize the final registration of the courses at the beginning of each semester.
- To monitor the academic and general performance of the students including attendance and to counsel them accordingly.

16 COURSE COMMITTEES

16.1 Common Course Committee

A theory course handled by more than one faculty member shall have a "Common Course Committee" comprising of all faculties teaching that course and some students who have registered for that course. There shall be two student representatives from each batch of that course. One of the faculty members shall be nominated as Course Coordinator by the Head of the Department duly approved by the Principal.

The first meeting of the Common Course Committee shall be held within fifteen days from the date of commencement of the semester. Two or three subsequent meetings in a semester may be held at suitable intervals. During these meetings, the student members shall meaningfully interact and express their opinions and suggestions of all the students to improve the effectiveness of the teaching-learning process. It is the responsibility of the student representatives to convey the proceedings of these meetings to the whole batch.

In addition the faculty members of a Common Course shall meet to ensure uniform evaluation of continuous assessments and prepare a common question paper for the continuous assessment tests after arriving at a common scheme of evaluation for the assessments (vide clause 8). The question paper for the end semester examination is common.

16.2 Multiple Courses Committee

If course(s) handled by a single faculty member, there will be “Multiple Courses Committee”. This committee comprises of all the above faculty members and two student representatives from each course. One of the above faculty members, nominated by the Head of the Department shall coordinate the activities of this committee.

The functions of this committee is similar to that of the common course committee, which is as follows:

The first meeting of the Multiple Courses Committee shall be held within fifteen days from the date of commencement of the semester. Two or three subsequent meetings in a semester may be held at suitable intervals. During these meetings, the student members shall meaningfully interact and express their opinions and suggestions of all the students to improve the effectiveness of the teaching-learning process. It is the responsibility of the student representatives to convey the proceedings of these meetings to all the students.

16.3 Overall Monitoring Committee

In addition, there shall be a overall monitoring committee for each semester of a programme which comprises of (i) the Course Coordinators / Course Faculty (as applicable), and (ii) Head of the Department. This overall monitoring committee shall meet periodically to discuss academic related matters, progress and status of the

students of the semester concerned.

The overall monitoring committee can invite the Faculty Advisors or students for any of the committee meetings if necessary.

17 PROVISION FOR WITHDRAWAL FROM EXAMINATION

- 17.1 A student may, for valid reasons, (medically unfit / unexpected family situations / National / International sports) be granted permission to withdraw from appearing for the end semester examination in any course or courses in ANY ONE of the semester examinations during the entire duration of the degree programme. The application shall be sent to Principal, through HOD with required documents.
- 17.2 Withdrawal application shall be valid only if the student is otherwise eligible to write the examination (Clause 7) and if it is made a week before the commencement of the end semester examination in that course or courses and also recommended by the Head of the Department.
- 17.3 Withdrawal shall not be considered as an appearance for deciding the eligibility of a student for First Class with Distinction.
- 17.4 Withdrawal is permitted for the end semester examinations in the final semester only if the period of study the student concerned does not exceed 3 years as per clause 14.

18 TEMPORARY BREAK OF STUDY FROM A PROGRAMME

- (i) A student is not normally permitted to temporarily break the study. However if a student intends to temporarily discontinued the programme in the middle for valid reasons (such as accident or hospitalization due to prolonged ill health) and to rejoin the programme in a later than the last date for registering for the semester examinations of the semester in question, through the head of the department stating the reasons thereof.
- (ii) The student permitted to rejoin the programme after the break shall be governed by the rules and regulations in force at the time of rejoining.
- (iii) The duration specified for passing all the courses for the purpose of classification vide clause 14 shall be increased by the period of such break of study permitted.
- (iv) The period for completion of the programme reckoned from, the commencement of the first semester to which the candidate was admitted shall not exceed the maximum period specified in clause 5.1 irrespective of the period of break of study in order that he/she may be eligible for the award of the degree (vide clause 13).
- (v) If any student is detained for want of requisite attendance, progress and good

conduct, the period spent in that semester shall not be considered as permitted 'break of study' and clause 18(i) is not applicable for this case.

19 PROCEDURE FOR USING SCRIBER

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

20 DISCIPLINE

Every student is required to observe disciplined and decorous behavior both inside and outside the college and not to indulge in any activity, which will tend to bring down the prestige of the college. If an act of indiscipline reported, the principal shall constitute a disciplinary committee consisting of three senior faculty members / HODs of which one should be from the faculty of the student, to inquire into acts of indiscipline. The disciplinary action is subject to review by the Principal in case the student represents to the Principal. Any expulsion of the student from the college shall be with prior concurrence from directorate of technical education / university.

21 RESPONSIBILITIES OF A COURSE TUTOR

- Every course tutor member is required to maintain an 'Attendance and Assessment Record' for every semester which consists of attendance marked in each Theory / Practical / Employability Enhancement, the assessment marks and the record of class work (topics covered), separately for each course handled by the them. This should be submitted to the Head of the Department periodically (at least three times in a semester) for checking the syllabus coverage and the records of assessment marks and attendance. The Head of the Department will affix his/her signature and date after due verification.
- At the end of the semester, the record should be verified by the Head of the Department who shall keep this document in safe custody (for six years).
- The records of attendance and assessment of both current and previous semesters should be available for inspection.
- The assessments on Course Outcomes (CO), Programme Outcomes (PO) and Programme Educational Objectives also should be carried out and submitted to Programme Coordinator / HOD.

22 REVISION OF REGULATION AND CURRICULUM

The College may from time to time revise, amend or change the Regulations, Curriculum, Syllabus and Scheme of examinations through the Academic Council of the College.

23 ANY OTHER RULES AND PROCEDURE

Any other rules and procedure which are not covered under the above clauses shall be discussed and framed by the Standing Committee of the college. Implementation of the Standing Committee resolutions is based on the approval / ratification by the Academic Council / Board of Management.