

C.K. COLLEGE OF ENGINEERING & TECHNOLOGY

(An Autonomous Institution)

Approved by AICTE, Affiliated to Anna University & Recognized under UGC section 2(f) & 12(B)

Accredited by NAAC with 'A' grade and ISO 9001:2015 Certified Institution



ACADEMIC REGULATION 2026

POSTGRADUATE PROGRAMMES (PG)

M.E. & M.B.A Programmes (Full-Time)
Academic year 2026-2027

C.K. COLLEGE OF ENGINEERING AND TECHNOLOGY
CUDDALORE – 607 003

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Applicable to students admitted from the Academic Year 2026 – 2027

CKCET-PG-R2026

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1. TITLE

These regulations shall be called ‘Academic Regulations 2026 for Postgraduate Programmes of C.K. College of Engineering and Technology, Cuddalore.’ In short, they shall be referred to as ‘**CKCET-PG-R2026**’.

2. SCOPE

- 2.1 The regulations provided herein shall apply to students admitted to Postgraduate (PG) M.E. & M.B.A. Programmes offered from the Academic Year 2026-27.
- 2.2 This regulation is comprehensive and includes definitions of key terms, critical concepts, methods of calculation, roles of various committees, evaluation systems, and other academic processes.

3. DEFINITIONS

The following terms shall carry the meanings assigned to them throughout this regulation:

- 3.1 **‘College’ / ‘Institution’** means C.K. College of Engineering and Technology, Cuddalore, an Autonomous Institution affiliated to Anna University, Chennai.
- 3.2 **‘Choice-Based Credit System (CBCS)’** is a flexible system of learning that permits students to: (a) learn at their convenient pace; (b) choose from a wide range of elective courses; (c) adopt an inter- / multi-disciplinary approach; and (d) make best use of available faculty expertise.
- 3.3 **‘Programme’** means a Post Graduate Degree Programme, i.e., M.E. & M.B.A. Degree Programme.
- 3.4 **‘Discipline’** means a Branch of the M.E. & M.B.A. Degree Programme, such as Applied Electronics & M.B.A (General).
- 3.5 **‘Semester’** means a term of study consisting of a minimum of 90 working days (including examinations), generally with eight Contact Hours per day. Semesters between July/August and November/December shall be ‘Odd Semesters’ (I, III); those between December/January and April/May shall be ‘Even Semesters’ (II, IV).
- 3.6 **‘Course’** refers to a Theory, Laboratory Integrated Theory, or Laboratory subject offered in a semester of the Programme.
- 3.7 **‘Contact Hours’** means the duration of Lecture, Tutorial, Practical, or Project Work, as applicable.
- 3.8 **‘Credit’** means the weightage assigned to a course based on the contact hours required to teach the prescribed syllabus. One credit corresponds to 15 contact hours for a theory course and 30 contact hours for a practical course.
- 3.9 **‘Continuous Internal Assessment’** means evaluation of a student’s progress during a semester through activities such as Assignments, Quiz, Seminar Presentation, Projects, Internal Assessment Test, other Experiential Learning, etc., as prescribed in the regulation.

- 3.10 **‘End Semester Examination (ESE)’** means an examination conducted for a course at the end of the semester to evaluate the student’s overall learning attainments.
- 3.11 **‘Grade Sheet’** means the semester-wise record of courses registered, grades obtained, and GPA computed for a student. The ‘Consolidated Grade Sheet’ is the cumulative record covering all semesters, issued at the end of the programme.
- 3.12 **‘Faculty’** means a group of allied Programmes.
- 3.13 **‘Bonafide Student’** means a student enrolled and on-roll in a Postgraduate Programme.
- 3.14 **‘Head of the Department’** means the Head of the Department concerned, offering the programme.
- 3.15 **‘Head of the Institution’** means the Principal of the Institution.
- 3.16 **‘Disciplinary Committee’** means the committee constituted by the Head of the Institution to address student discipline.
- 3.17 **‘Institute Academic Affairs Committee (IAAC)’** means the committee constituted by the Head of the Institution to oversee academic and developmental activities of the Institution.
- 3.18 **‘Controller of Examinations (COE)’** means the Officer of the Institution appointed by the Head of the Institution, responsible for all examination-related activities conducted by the Institution.
- 3.19 **‘Board of Studies (BoS)’** means the academic body of the Department/Programme of C.K. College of Engineering and Technology responsible for the design, review, and recommendation of curricula, syllabi, and course structure in accordance with UGC guidelines. It ensures academic relevance, quality, and alignment with emerging developments in the discipline.
- 3.20 **‘Academic Council’** means the principal academic body of C.K. College of Engineering and Technology, responsible for overall academic governance, maintenance of academic standards, and approval of regulations, curricula, and syllabi of the Institution.

4. ADMISSIONS

- 4.1 Candidates for admission to the first semester of the Postgraduate Degree Programme shall be required to have passed an appropriate Under-Graduate Degree Examination of Anna University or equivalent as specified under qualification for admission as per the Common Engineering Admission Procedure (CEAP 2025) criteria. This is applicable for students admitted both under Single Window Counselling process and through the Management Quota. Other eligibility criteria such as marks, number of attempts and physical fitness shall be as prescribed by the Govt. of Tamil Nadu from time to time.
- 4.2 All students admitted provisionally or otherwise to any programme shall submit Photo ID proof issued by State / Central Govt., Original Transfer Certificate from the institution last studied, copies of grade / mark sheets of the qualifying examination and other relevant documents at the time of admission or by the last date prescribed by the competent authorities.

- 4.3 The admission of a student, who fails to submit the prescribed documents by the above-said date in Clause 4.2, or fails to meet other stipulated requirement(s), shall be cancelled by the Institution and communicated to Anna University and the competent State Authority. The Admission shall also be cancelled at any later time, if the student is found ineligible / unfit at the time of admission or had furnished some false information / certificates or suppressed relevant information while seeking admission to the programme in the CKCET.

4.4 Programmes of Study

The Institution offers the following Postgraduate Programmes under CKCET-PG-R2026:

M.E. Degree Programmes:

- Applied Electronics

M.B.A. Degree Programmes:

- M.B.A. (General)

5. PROGRAMME STRUCTURE

5.1 Curriculum

Every programme has a specific structure known as the ‘Curriculum’, which prescribes all the details of courses for undergoing the programme and sets out the sequence semester-wise.

5.2 Programme Duration

- (i) Duration of the programme is TWO years (Four Semesters) for students admitted under Clause 4.1. The student shall successfully complete all requirements as per the curriculum and regulations within this prescribed duration.
- (ii) The period specified in Clauses 5.2(i) shall be extended by ONE additional year for a student who is permitted to avail an authorised Break of Study or to drop courses as per these regulations. The total extension on account of Break of Study and course-dropping, in aggregate, shall not exceed ONE academic year.
- (iii) ‘Programme Completion’ means that a student shall undergo all the courses as prescribed in the respective curriculum and become eligible for appearing in the End Semester Examination for all courses within the period given in Clauses 5.2(i), and 5.2(ii).
- (iv) The student shall complete all the passing requirements of the M.E. & M.B.A. degree programme within a maximum period of FOUR years. These periods reckoned from the commencement of the semester to which the student was first admitted to the programme.
- (v) In the case of a student prevented from appearing in the End Semester Examination in all courses of a semester due to shortage of attendance, the prevention period shall be treated as a break in the programme. The total duration for completing the programme, including all such prevention periods, shall not exceed the ‘FOUR’ years stated above.

- (vi) A student who fails to complete all programme requirements within the maximum permissible duration as specified in Clauses 5.2(iv) and 5.2(v) shall forfeit the programme; admission shall stand cancelled, and no degree shall be awarded.

5.3 Course Categories

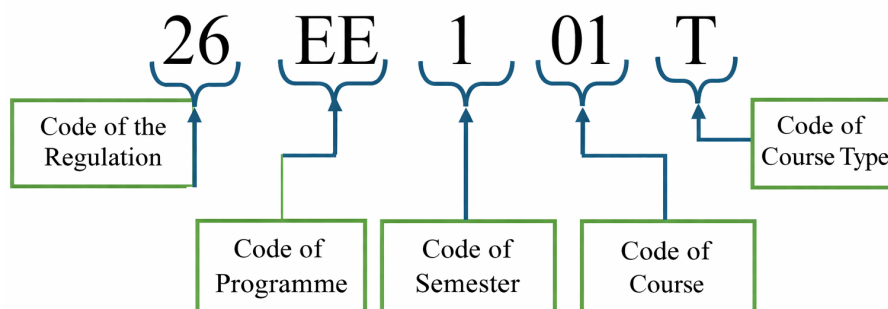
Every M.E. & M.B.A. programme shall have a curriculum consisting of theory and practical courses with prescribed syllabi, categorised as follows:

- I. **Basic Science (BS)** includes courses such as Mathematics related subjects.
- II. **Engineering Science (ES)** comprises core courses relevant to General Engineering.
- III. **Programme Core (PC)** comprises courses relevant to the respective discipline.
- IV. **Industry Oriented Courses (IOC)** are offered to allow students to expand knowledge and skills in niche areas aligned with current industry requirements.
- V. **Programme Elective (PE)** courses chosen from a pool of specialised / advanced / supportive discipline-specific courses.
- VI. **Open Elective (OE)** courses chosen from other disciplines, intended to expose students to interdisciplinary / multidisciplinary / transdisciplinary fields.
- VII. **Self-Learning Course (SLC)** is a course selected by students allowing interaction with a global network of faculty, peers, and industry experts, facilitating lifelong learning.
- VIII. **Skill Development (SD)** courses include Design Thinking, structured project work, and hands-on activities designed to enhance specific abilities and competencies in academic, industry, and professional contexts.
- IX. **Employability Enhancement Courses (EEC)** include courses focused on building problem-solving skills, aptitude, quantitative ability, verbal ability, and other employment competencies.
- X. **Mandatory Courses (MC)** include courses related to well-being and activities that enhance students' technical and soft skills.
- XI. **Research Methodology Course (RMC)** is a course which covers topics on the process of research and patenting.
- XII. **Value Added (VA) Courses** are courses not prescribed in the respective curriculum, offered to enhance knowledge and skills. Completion of these courses is not mandatory for programme completion.
- XIII. **Students Transformation and Enrichment Programme (STEP)** is a mandatory programme designed in alignment with the AICTE Activity Point Programme to foster holistic development of students beyond the classroom.

5.4 Course Code Convention

Each course in the curriculum shall be assigned a unique Course Code following the convention prescribed by the Institution. The Course Code shall incorporate the Department code, Semester number, Category code, and a serial number, as notified by

the Academic Council. Category codes shall correspond to the abbreviations defined in Clause 5.3.



- For Programme Elective (PE) category, offered by the Department, the third numeral denoting ‘Semester’ is designated as ‘0’.
- For Open Elective Courses offered by the Department, the third numeral denoting ‘Semester’ is designated as ‘9’.
- For common courses offered by the Department, the third numeral denoting ‘Semester’ is designated as ‘C’.
- For Skill Development Courses offered with respect to discipline, the third numeral denoting ‘Semester’ is designated as ‘S’.
- For common courses under Basic Science (BS) category, the Code of the programme shall be ‘MA’ for Mathematics, ‘PH’ for Physics, ‘CY’ for Chemistry, ‘EN’ for English, ‘FL’ for Foreign Language and ‘TL’ for Tamil.

5.5 Medium of Instruction

The medium of instruction for all M.E. & M.B.A. programmes is English.

5.6 Assignment of Credits

- (i) Credits are assigned to each course with respect to contact hours as given in Table 1.
- (ii) ONE credit is assigned to ‘Industrial Training / Internship’ for ‘TWO WEEKS’ of duration.
- (iii) ONE credit is assigned to ‘SWAYAM / NPTEL’ courses for every ‘FOUR WEEKS’ duration.

Table 1 – Credits for Contact Hours

Contact Hour	Credits
1 Lecture Hour	1
1 Tutorial Hour	1
2 Laboratory Hours	1

5.7 Programme Credit Framework

The minimum number of credits to be earned through successful completion of the courses of study in the respective branch by a student to qualify for the award of degree, is provided in Table 2.

Table 2 – Minimum Programme Credit Framework

S.No.	Code	Programme	Min. Credits (Regular Students – Entry in First Semester)
1	401	M.E. Applied Electronics	71
2	631	M.B.A. (General)	106

Note: The figures above represent indicative minimum requirements.

6. ACADEMIC CALENDAR

The dates of all academic activities, including course registration, first and last days of classes, Internal Assessments, End Semester Examinations, Supplementary Examinations, and vacation periods, shall be published in the Academic Calendar every semester. The Academic Calendar for each semester shall be available on the Institution's website.

7. MENTORING & STATUTORY SUPPORT FOR STUDENTS

7.1 Faculty Mentor

Each Department of the Institution shall operate a mentor mentee system, where a faculty member is assigned to look after the general welfare of approximately 10 to 15 students. Faculty Mentors offer necessary guidance in academic matters and, if need be, in personal matters. Students are expected to consult the Faculty Mentor on any matter relating to curricular, Co-Curricular and extracurricular activities. Responsibilities of the Faculty Mentor include:

- Discussing what the student already knows about the Institution system and providing relevant information, especially at the commencement of the programme.
- Reviewing courses already taken and those offered in upcoming semesters.
- Serving as a guide to students in their course selection.
- Serving as a liaison between students and course instructors on academic matters including learning disabilities and language barriers.
- Reviewing and guiding students' academic progress on regular basis.
- Identifying cases where student performance is deteriorating, discussing with the student, and suggesting avenues for improvement / support.
- Providing details about scholarships, placement, and encouraging students to participate in co-curricular, and extra-curricular activities.
- Coordinating with other academic bodies, if needed.

7.2 Grievance Cell

The Institution is mandated to constitute a 'Student Grievance Committee' under the Chairpersonship of the Head of the Institution. The Committee shall comprise:

- (a) Head of the Institution – Chairperson
- (b) Three faculty members in the cadre of Professor / Associate Professor from different departments, of whom at least one shall be a woman faculty member -- Members
- (c) Two student representatives preferably from the final or third year, of whom at least one shall be a girl student – Members
- (d) A faculty member nominated by the Head of the Institution to coordinate the Cell – Member Secretary

Students shall approach this Committee for academic as well as non-academic grievances. The tenure of the faculty representatives and Member Secretary shall be for one academic year.

7.3 Guidance & Counselling Cell

The Institution has a dedicated 'Guidance and Counselling' unit comprising psychological counsellors, faculty representatives (including the Faculty Mentor), and student representatives. This cell shall help and offer advice in all kinds of matters and shall be constituted by the Head of the Institution.

7.4 Prevention of Sexual Harassment (POSH) Cell

A POSH Cell has been established to ensure a safe and secure working / studying environment for all girls and women in the Institution. More information about this cell may be accessed at the Institution's official website.

7.5 SC / ST Cell

A separate cell functions in the Institution to safeguard the rights and privileges of students belonging to the SC / ST category. This cell also informs students about various scholarships and fellowships and encourages them to apply for relevant ones.

7.6 Institute Academic Affairs Committee (IAAC)

- (i) The IAAC shall function under the Chairpersonship of the Head of the Institution and shall be constituted as follows:
 - (a) Head of the Institution – Chairperson
 - (b) Faculty Representatives – All Heads of Departments
 - (c) Student Representatives – Two student representatives from each year, of whom at least one shall be a girl student
 - (d) A faculty member in the cadre of Professor / Associate Professor nominated by the Head of the Institution – Member Secretary
- (ii) The first meeting of IAAC shall be conducted within ‘SEVEN’ working days from the commencement of the academic session. The second meeting shall be conducted after the first Internal Assessment period, and the third meeting shall be conducted before ‘TEN’ working days from the last date of the academic session.
- (iii) Major responsibilities of IAAC include:
 - (a) Addressing difficulties experienced by students in classrooms and laboratories.
 - (b) Analysing academic performance of students after each assessment and finding means of improvement.
 - (c) Recording and communicating minutes of each meeting to faculty members, students, and other stakeholders.
 - (d) Ensuring the highest standards of academic integrity and adopting utmost transparency.
 - (e) Identifying areas for academic support and recommending remedial measures.

8. CLASS TIMINGS

Classes are usually scheduled between 09:15 AM and 04:30 PM with necessary recesses and a lunch break. Additional classes shall be scheduled in the morning or evening at the convenience of the Course Instructor for students opting for Honours / Minor Programmes. Regular classes are scheduled five days a week, from Monday to Friday. In addition alternative Saturdays shall be utilized for the Students Transformation and Enrichment Programme activities (STEP) and other mandatory, skill development courses.

Course Instructors may schedule additional classes / examinations / activities with prior approval of the Head of the Institution.

9. REGISTRATION OF COURSES

- 9.1 Each student is required to register before the commencement of each semester to undergo the courses during that semester as per the Academic Calendar. Registration is an important procedural requirement to ensure that the student’s name is on the roll list.

- 9.2 Registration of courses shall be only through the web-based system within the prescribed dates as per the Academic Calendar. The submitted registration will be considered auto-approved; students are therefore advised to carefully complete the registration process. Responsibility for timely completion of registration rests with the student and the student shall approach the Head of the department / Head of the Institution, for any clarification.
- 9.3 Course registration shall be permitted only after clearance of all dues payable to the Institution for the semester concerned.
- 9.4 A student shall not re-register for courses already successfully completed, for any reason whatsoever.
- 9.5 Students shall register courses in a semester subject to a maximum credit limit of 36 per semester, inclusive of courses registered under Honours / Minor Degree programmes and shortage of attendance.
- 9.6 Students shall add or drop courses using the online registration system during the period specified in the Academic Calendar. Any drop / add of courses shall be approved by the Head of the Institution and same has to be communicated to the Controller of Examinations within 10 working days from the commencement of the academic session. The following rules shall apply:
- (i) Advancement of courses with prior approval of the Head of the Institution shall be completed before the start of every semester.
 - (ii) Dropping of a course may be done within 7 working days from the start of the academic session. Under no circumstances shall dropping of a course be permitted after 7 working days.
- 9.7 If PE and OE courses are not successfully completed in a particular semester, the student shall be permitted to opt for alternate course(s) under these categories in subsequent semesters.
- 9.8 A student can choose all the PE Courses either from one of the Streams or a combination of courses from more than one Streams in a semester. Minimum registration of 25% students is required to offer a PE course and OE course.
- 9.9 PE Courses shall be selected in the specialised groups given as Streams. Students shall choose the courses from various Streams as specified in the respective curriculum.
- 9.10 Students shall be permitted to register for additional courses over and above those prescribed in the curriculum, under PC / PE / OE category, with prior permission of the Head of the Institution. Credits earned in such courses shall be printed in the Grade Sheet but shall not be considered for computation of CGPA.
- 9.11 **Value-Added (VA) Courses**
- Value-Added (VA) Courses are courses not prescribed in the respective curriculum, offered to students to enhance knowledge and skills. Completion of these courses is not mandatory for programme completion.

10. ATTENDANCE CRITERION

- 10.1 Students are expected to attend all classes without fail. Attendance of a student in each course is calculated as:

$$\%of\,Attendance = \frac{ActualNo.of\,Classes\,Attended}{TotalNo.of\,Classes\,Conducted} \times 100$$

- 10.2 The Institution mandates a minimum overall attendance of 80%. For example, if a student has attendance of $ATT_1, ATT_2, \dots, ATT_n$ in each registered course in a semester, the overall attendance is calculated as:

$$\%of\,Overall\,Attendance = \frac{ATT_1 + ATT_2 + ATT_3 + \dots + ATT_n}{TotalNo.of\,Periods\,conducted\,in\,all\,registered\,Courses(TP)} \times 100$$

Equivalently:

$$\%of\,Overall\,Attendance = \frac{ActualNo.of\,periods\,attended\,in\,all\,registered\,courses(AP)}{TotalNo.of\,Periods\,conducted\,in\,all\,registered\,Courses(TP)} \times 100$$

- 10.3 Marks shall be awarded for a student's attendance in each course as per Table 3.

Table 3 – Attendance Marks per Course

Attendance (%)	80 – 85%	86 – 90%	91 – 95%	Above 95%
Marks Awarded	2	3	4	5

Note: The marks earned shall be included in the Continuous Internal Assessment for each course based on the percentage of attendance secured in that course. Students granted medical condonation under Clause 10.4 with attendance between 70% and <80% shall receive zero (0) attendance marks for the concerned course

- 10.4 For medical reasons, if a student is unable to attend classes, a Medical Certificate shall be furnished to the Head of the Institution within 5 working days from the date of reporting back. If a student is unable to secure 80% attendance but has at least 70% attendance, such a Medical Certificate shall be considered with the approval of the Head of the Institution. In this case, the overall percentage of attendance in all the registered courses in a semester is calculated from clause 10.2 of this regulation with inclusion of 'number of periods during the medical emergency (MEP)' as below;

$$\%of\,Attendance = \frac{ActualNo.of\,Periods}{(TP - MEP)} \times 100$$

The student shall be permitted to appear in the End Semester Examinations if the overall attendance in registered course is 75% and above.

- 10.5 Medical certificates submitted after the due date stipulated in Clause 10.4 shall not be accepted. In such cases, the percentage of attendance shall be calculated as given in Clause 10.1.
- 10.6 A student shall be prevented from appearing in the End Semester Examination for all courses in a semester if the overall attendance is less than 80% (subject to Clause 10.4). Such a prevented student shall not be permitted to proceed to the next semester and shall rejoin the programme in the semester of prevention during the next academic year. Importantly, such prevented student shall be permitted to rejoin the programme in the semester of prevention, during only in the next academic year and undergo all the courses. If the academic regulation is changed, addition / deletion of course(s) shall be prescribed by the Head of the Institution, and such student shall undergo additional courses, if any for completion of the programme.
- 10.7 Students shall obtain prior approval from the Head of the Department to attend campus recruitments, seminars, project works, internships, and co-curricular / extra-curricular activities. Only upon prior approval, the attendance for such activities be considered as 'On-Duty (OD)'. OD shall be limited to 10% of total working days per semester. An OD request shall: (a) be made in writing before the event; (b) specify the nature of activity, dates, and expected duration; and (c) be supported by documentary evidence upon return. OD, once approved, shall be applicable to all courses on the approved day(s). Students representing the Institution in sports at University / State / National / International level shall be permitted OD without the 10% restriction, only with prior approval of the Head of the Institution. Additional classes shall be conducted by the Institute to the student(s) who are participating only in above said Co-Curricular & Extra Curricular activities so that such students shall attain the prescribed overall percentage attendance to appear in the End Semester Examinations.
- 10.8 The list of students eligible for, and prevented from, appearing in the End Semester Examinations shall be published by the Controller of Examinations within THREE working days from the last working day of the semester.
- 10.9 A student, if eligible for appearing in the end semester examinations shall be allowed to withdraw the course(s) for bonafide reason(s), only with prior approval of the Head of the Institution and the same shall be intimated to the Controller of Examination. In case of medical emergencies alone, post-facto approval may be accorded with prior intimation received from the student or parent or guardian by the Head of the Institution. Students shall appear for the 'End Semester Examination' in the subsequent semester. The course(s) withdrawn shall not be considered as an appearance for classification of degree. For any course that may be withdrawn by the student in the final semester of the programme, supplementary examination shall be conducted within a maximum period of 30 working days from the date of publication of the results.

11. BREAK OF STUDY

- 11.1 Students shall be permitted to avail ONE 'Break of Study' for a period of ONE year (two consecutive semesters) in the entire two years of the programme, for bona fide reasons (such as hospitalisation / accident / specific illness) only. However, a Break of Study of SIX months (one semester) may also be granted for the above bona fide reasons to students who have already completed up to the third Semester. The student shall apply to the Head of the Institution through email / letter. Under no circumstances shall a Break of Study be granted retrospectively or accepted after the generation of the

‘Prevention List’. The duration specified in Clause 5.2 includes the period of approved Break of Study.

- 11.2 Students granted a ‘Break of Study’ shall be permitted to appear in the End Semester Arrear Examinations for backlog courses, if any, during the period of Break of Study.

12. UNAUTHORISED ABSENCE

If a student has not reported officially to the Institution for the entire duration of a semester without any prior written request for ‘Break of Study’, the Head of the Institution shall send intimation of unauthorised absence to such student / parent / guardian through email and registered post. The Head of the Institution shall inform such student / parent / guardian a minimum of three times during the semester. If a student has not reported after three intimations, the Head of the Institution shall cancel the admission, and such cancellation shall be communicated to the competent State authority.

13. RE-JOINING THE PROGRAMME

After the end of approved ‘Break of study’ period, student shall be permitted to re-join the programme in that particular semester, for which ‘Break of Study’ has been granted to the student. Student(s) shall re-join the programme within TEN working days from the date of commencement of semester. Under any circumstances, the period of rejoining shall not be extended. Regulations & Curriculum in force for the specific semester, at the time of re-joining shall be applicable to such student(s). Appearance of the student (including absence) in the end semester examinations for these courses in that particular semester shall be considered as ‘First Appearance’. If there is any change of Academic Regulations & Curriculum, the student shall undergo additional course(s) or get exemption from undergoing the course(s), as recommended by the committee, constituted by the Director, Centre for Academic Courses, for this purpose. Addition/exemption of course(s) if any due to change of regulations at the time of re-joining shall be prescribed to the student within FIFTEEN working days from the date of rejoining and the intimation shall be sent to the Head of the Institute.

14. DISCIPLINARY PROCEEDINGS

Students faced with disciplinary action for any serious offence (for example: ragging, misbehaviour, etc.) shall be subject to inquiry by the Disciplinary Committee of the Institution, conducted within SEVEN working days from the date of cognizance. The Disciplinary Committee shall be constituted by the Head of the Institution as follows:

Table 4 – Composition of the Disciplinary Committee

S.No.	Member	Role
1.	Head of the Institution	Chairperson
2.	Head of the Department of the student(s) concerned	Member 1
3.	Head of Department from another department	Member 2
4.	Professor / Associate Professor from another department	Member 3
5.	Professor / Associate Professor (Woman) from another department	Member 4
6.	Faculty Advisor of the respective student	Member 5

If the recommendations of the Committee include suspension of more than one week, debarment for a semester, or issuance of a Transfer Certificate, the Committee's report shall be placed before the Student Grievance Redressal Committee of the Institution. Representation of the student(s) shall be considered at all stages of the inquiry before imposing any penalty to the student(s).

15. VACATION

There are two vacations – Winter Vacation and Summer Vacation – in an academic year. The period of both vacations shall be announced in the Academic Calendar.

16. TEACHING & EVALUATION

- 16.1 Each course is conducted by a 'Course Instructor', who has overall responsibility for the successful conduct of class work, including maintenance of attendance and assessment records for the courses handled.
- 16.2 Semester-wise performance assessment of students is evaluated through Continuous Internal Assessments and End Semester Examinations, and in some courses through Continuous Internal Assessments only.

16.3 Theory (T) Courses

For 'Theory (T) Courses', evaluation shall be through Continuous Internal Assessments and End Semester Examination. Each Theory course shall be evaluated for a maximum of 100 marks with Internal Assessment weightage of 40% and End Semester Examination weightage of 60%.

- (i) Continuous Internal Assessments (CIA) shall comprise three assessments, each carrying 100 marks, conducted by the Institution in a centralized manner during the semester. Among the three assessments, the best two scores shall be

considered for the calculation of the Continuous Internal Assessment marks. The total marks obtained in the best two assessments (out of 200) shall be proportionately reduced to 35 marks and rounded to the nearest integer. The distribution of marks for each Internal Assessment shall be as specified in Table 5 – Weightage for Internal Assessment in Theory (T) Courses.

Table 5 – Weightage for Internal Assessment in Theory (T) Courses

Internal Assessment – Best I (100 marks)		Internal Assessment – Best II (100 marks)		Total Internal Assessment
Individual Assignment / Case Study / Seminar / Mini Project / Experiential Learning	Written Test	Individual Assignment / Case Study / Seminar / Mini Project / Experiential Learning	Written Test	
40 marks	60 marks	40 marks	60 marks	200 marks*

- (ii) Thus, the total Internal Assessment marks for Theory courses shall be computed as: **35 marks** from the weighted average of both Internal Assessments (out of 200) + **5 marks** for Attendance (as per Clause 10.3, based on attendance percentage in the respective course) = **40 marks** in total. This 40-mark Internal Assessment, combined with the 60-mark End Semester Examination, shall constitute the total of **100 marks** for each Theory course.

16.4 Laboratory Integrated Theory (LIT) Courses

For ‘LIT Courses’, evaluation shall be through Internal Assessments and End Semester Examination, each carrying 50% weightage. Continuous Internal Assessment (CIA) shall comprise two components, namely **Theory** and **Practical**.

The **Theory component** shall consist of two assessments, each carrying a maximum of 100 marks, conducted by the Institution in a centralized manner during the semester. Out of the two assessments, the **higher score** shall be considered for the computation of the CIA marks.

The **Practical component** shall consist of one assessment conducted at the end of the semester, and the marks obtained in this assessment shall be considered for the calculation of the CIA marks. The distribution of marks for theory and laboratory components is given in Table 6.

Table 6 – Weightage for Continuous Assessments in LIT Courses

S.No.	L-T-P	Credits	Internal Assessment (Theory)	Internal Assessment (Practical)	ESE (Theory)	ESE (Practical)
1.	1-0-2	2	25%	25%	–	50%
2.	2-0-2	3	25%	25%	25%	25%
3.	3-0-2	4	25%	25%	35%	15%
4.	2-0-4	4	25%	25%	15%	35%

Note: The procedure for conducting Internal Assessments for theory and laboratory components shall be as per Clauses 16.3 and 16.5 respectively. The weighted average shall be converted into 50 marks for Internal Assessment

16.5 Laboratory (L) Courses

The maximum marks for Continuous Assessment for Laboratory Courses shall be **60 marks**. The distribution shall be as follows: **75% for Observation and Laboratory Record, 20% for Model Examination/Viva-Voce**, and **5% for Attendance** (as per Clause 10.3). The total of these components shall constitute 100% of the Continuous Assessment, which shall be proportionately awarded out of 60 marks. This 60-mark Continuous Assessment, together with 40 marks for the End Semester Examination, shall constitute 100 marks for each Laboratory Course. The final marks shall be rounded to the nearest integer.

Table 7 – Weightage for Continuous Internal Assessment in Laboratory (L) Courses

Observation / Lab Record	Model / Viva-Voce	Attendance	Total Continuous Assessment
75%	20%	05%	100%

- (i) End Semester Practical Examination shall be conducted for Laboratory courses for 100 marks, and shall be scheduled preferably before the commencement of Theory Examinations in a particular semester.

16.6 Project Work

For ‘Project Work’, a student or a group of students (not exceeding four) shall undertake a suitable project in an industry / research organisation / department under a faculty member who shall be the Guide, and shall interact regularly (at least twice a week) with the student(s).

- (i) The project work for M.E. & M.B.A. Programmes consist of Project Work–I and Project Work–II. The Project Work–I is to be undertaken during Semester III and Project Work–II, is to be undertaken during Semester IV.
- (ii) In case of students of M.E. & M.B.A. Programmes not completing Project Work-I of project work successfully, the students can undertake Project Work-I again in the subsequent semester. In such cases the students can enroll for Project Work- II, only after successful completion of Project Work-I.
- (iii) Project work shall be carried out under the supervision of a “qualified teacher” in the Department concerned. In this context “qualified teacher” means the faculty member possessing (i) PG degree with a minimum of 3 years experience in teaching or (ii) Ph.D. degree.

- (iv) Evaluation of project shall be through Continuous Internal Assessments (three reviews at regular intervals), evaluation of the Project Thesis Report, Attendance and the final Viva-Voce Examination. Continuous Internal Assessment shall carry 60% weightage.
- (v) Students shall submit a Project Thesis Report and defend it before a panel of examiners. Project Thesis Report Evaluation shall carry 20% weightage and the final Viva-Voce Examination shall carry 20% weightage. The breakup is presented in Table 8. For the Viva-Voce Examination, one Internal Examiner and one External Examiner shall constitute the panel.

Table 8 – Weightage for Project Work Evaluation

Continuous Assessment (60%)				End Semester Examination (40%)			
Review I	Review II	Review III	Attendance	Thesis Report (Guide)	Thesis Report (External)	Viva-Voce (External)	Viva-Voce (Internal)
10%	20%	25%	05%	10%	10%	10%	10%

Note: The Review Committee shall comprise the Guide(s), Project Coordinator, and one internal subject expert, constituted by the Head of the Department

- (v) **Passing Minimum:** A student shall secure a minimum of 40% marks in the End Semester Examination and a minimum aggregate of 50% marks in total (CA + ESE) to be declared as passed. A student failing to secure the minimum in either component independently shall be deemed to have failed in the course.

16.7 Internship / Industrial Training

For ‘Internship / Industrial Training’, a student shall undergo training for the period of two week duration (one credit) as mentioned in the respective curriculum in an industry involving Design / Fabrication / Production / Manufacturing / Testing / Research & Development / Services aligned with the programme.

After completion, the student shall submit a report describing observations, skills acquired, and usefulness, along with the attendance certificate issued by the industry concerned. Evaluation shall be carried out by a committee comprising three faculty members and an industry representative.

16.8 Technical Seminar / Seminar, Case study

The Technical Seminar / Seminar / Case study course is to be considered as purely INTERNAL (with 100% internal marks only). Every student is expected to present a minimum of 2 seminars per semester before the evaluation committee and for each seminar marks can be equally apportioned. A three member committee appointed by Head of the Institution consisting of course coordinator and two experts from the Department, will evaluate the seminar and at the end of the semester the marks can be consolidated and taken as the final mark. The evaluation shall be based on the seminar paper (40%), presentation (30%) and response to the questions asked during presentation (30%).

Table 9 – Weightage for Evaluation of Technical Seminar/Seminar/Case Study

Report & Attendance	Presentation	Viva-Voce*
40%	30%	30%

*Note: *Viva-Voce includes 10% marks from the industry representative.*

16.9 Industry Oriented Course (IOC)

- (i) There shall be TWO Industry Oriented Course (IOC) one at Semester II and another one at Semester III to be successfully completed by each student. Students shall also be permitted to register for IOCs offered by other departments, provided they have fulfilled the necessary pre-requisites.
- (ii) Proposals for conduct of IOC shall be submitted by the respective department to the Head of the Institution during the commencement of each semester for the subsequent semester.
- (iii) The Industry Oriented Course (IOC) shall be selected from the courses offered by reputed industry partners. Alternatively, the course content may be designed in collaboration with an identified industry partner or domain expert, in consultation with the concerned department. The course shall preferably be trans-disciplinary or multidisciplinary in nature and shall be offered as a Theory / Integrated Theory–Laboratory course. The course shall emphasize industry relevance and practical applications through components such as hands-on training, case studies, industry visits, exposure to standards and best practices, and opportunities for obtaining relevant industry certifications.
- (iv) The proposal shall contain a brief introduction of the industry partner / expert, the course title, a lesson plan for the total period of 45 / 60 hours per course, along with the tentative schedule and pre-requisites, if any.
- (v) Approved proposals shall be forwarded to the Head of the Institution within 15 days before the last working day of the ongoing semester. Approved IOCs shall be widely published among students and offered in the subsequent semester.
- (vi) Classes shall be conducted by the industry expert through physical / hybrid mode. The Coordinator shall attend all sessions with students and maintain the attendance register.
- (vii) Batch size shall preferably be below 75 for both physical and hybrid modes.
- (viii) Classes shall be held in the Institution premises; practical classes or case studies shall be conducted at the Institution / Industry as decided by the industry partner / expert.
- (ix) The performance of students shall be evaluated through Continuous Internal Assessment (CIA). Three Internal Examinations (IEs) shall be conducted during the semester, namely the CIA 1, CIA 2, and Model Examination, with equal weightage and best two will be considered for internal assessment. The End Semester Examination shall be conducted in accordance with Clause 16.3 in the case of Theory courses and Clause 16.4 in the case of Laboratory Integrated Theory Courses.

- (x) At the end of each IOC, students' feedback shall be obtained and reviewed by the respective Head of the Department for further refinement of the course.

16.10 Self-Learning Course (SLC)

- (i) The Self-Learning Course (SLC) shall comprise a series of **online, self-paced courses**, offered in alignment with the guidelines of **AICTE**. These courses shall be treated as **Mandatory Courses**, and every student shall complete one **Self-Learning Course** in the **semester II & Semester III** for M.E. programme and for MBA, **SLC** in the **semester I, semester II & Semester III** as prescribed in the curriculum.
- (ii) Students shall opt for courses offered by SWAYAM / NPTEL, Government-funded institutions or research laboratories among the top 25 in the latest NIRF Rankings, Foreign Universities within the QS World University Rankings Top 500, or EduTech firms approved by the Institution from time to time. The course and platform shall be approved by the Head of the Department prior to registration.
- (iii) Since these courses are delivered in online and self-paced mode, physical attendance is not mandatory. Each course shall be completed within 4 to 12 weeks, strictly within the semester timeline notified by the Institution. The semester-wise mapping of Certification Courses is given in Table 10(a) and 10(b).

Table 10(a) – Semester-wise SLC Mapping (for M.E. programme)

Semester	Course Title (SLC)
II	Self-Learning Course – I
III	Self-Learning Course – II

Table 10(b) – Semester-wise SLC Mapping (for M.B.A. programme)

Semester	Course Title (SLC)
I	Self-Learning Course – I
II	Self-Learning Course – II
III	Self-Learning Course – III

- (iv) Each Self-Learning Course (I through II (for M.E. Programme) and I through III (for M.B.A. Programme)) is evaluated purely through Internal Assessment for a total of 100 marks. No End Semester Examination shall be conducted.

- (v) The Course coordinator handling the course will assess the student through Course progress & MCQ test, and declare the student as "pass" on satisfactory completion. A letter grade "P" is awarded to declare pass. A student shall be declared to have passed upon securing a minimum of 50 marks out of 100. The Internal Assessment rubrics is given in Table 11. The marks scored in these courses will not be taken into consideration for the SGPA / CGPA calculations in the grade sheet.

Table 11 – Evaluation Scheme for SLC (Certification Courses)

S.No.	Assessment Component	Marks	Remarks
1.	Course Enrolment & Registration	40	Internal
2.	Viva-Voce / Presentation / Quiz	60	Internal
	TOTAL	100	Internal Only

- vi. Students are permitted to optionally enroll and successfully complete a maximum of **THREE Online Course(s)** during the programme, in **Online mode**, with prior approval of the Head of the Institution, through department concerned as per the prescribed regulations. Upon successful completion, such courses may be considered **in lieu of Programme Elective (PE) / Open Elective (OE) courses** of the curriculum, subject to the approval of the Head of the Institution.
- vii. Total learning hours for different course durations are given in Table 12.

Table 12 – Total Learning Hours for Online Courses

Course Duration	Weeks	Total Learning Hours	Credits
4-Week Course	4	16 Hours	1
8-Week Course	8	32 Hours	2
12-Week Course	12	48 Hours	3
16-Week Course	16	64 Hours	4

- viii. Students may undergo these courses through recognized platforms such as SWAYAM-NPTEL. The transfer of credits shall be carried out based on the marks and certification issued by the respective platform. The number of credits eligible for transfer shall be as specified in Table 12, and the conversion of marks into grades shall be as prescribed in Table 16. The mapping of marks to grades shall be applicable only if the student has successfully completed the course as per the norms of the offering agency.

- ix. Provided that, the Online Course(s) opted for credit transfer shall be distinct from the Self-Learning Course(s) undertaken by the student. Under no circumstances shall the same course be considered for both Self-Learning Course credit and Online Course credit transfer. Credit transfer shall be permitted only when the courses are different and independently completed.

16.11 Institutional Core Courses (ICC)

All students of the Institution shall undergo the Institutional Core Courses (ICC), namely Win@Life and AI Integration, which are value-added learning initiatives aimed at enhancing professional competence, ethical values, life skills, and technological awareness. These courses shall be conducted during the Zeroth Period on all working days. ICC courses are non-credit in nature; participation or performance shall not be reflected in the Grade Sheet nor considered for CGPA computation.

16.12 Mandatory Courses (MC)

Mandatory Courses (MC) shall be evaluated through Continuous Internal Assessment only (100% Internal). No End Semester Examination shall be conducted. A student shall secure a minimum of 50% marks in Continuous Assessment to be declared as passed.

16.13 Students Transformation and Enrichment Programme (STEP)

The Students Transformation and Enrichment Programme (STEP) is a mandatory institutional initiative designed in alignment with the AICTE Activity Point Programme to foster the holistic development of students beyond the classroom. Every student admitted to the MBA programme shall earn a minimum of 40 Activity Points through participation in approved co-curricular and Managerial activities, in addition to fulfilling prescribed academic credit requirements. All activities shall be carried out during weekends and / or holidays and shall not interfere with regular academic schedules.

Semester-wise Activity Points Distribution

For regular students admitted in the First and Second Semester, no Activity Points are prescribed; a minimum of 20 Activity Points shall be earned in the third Semester and 20 Activity Points in the Fourth semester, totalling 40 Points over the programme.

Records, Transcript Notation, and Passing Requirement

Students can earn activity points by attending/coordinating/organizing events conducted by the clubs/association/departments/events organized by other reputed institutes & organizations. A complete guidelines on the same shall be made available for the students. Every student shall maintain a STEP Activity File containing documentary proof of all activities undertaken, duly verified by the respective coordinating body. Upon successful completion, the student shall be issued a certificate countersigned by the Head of the Institution. The total Activity Points earned shall be recorded in the official academic transcript; however, no grades or marks shall be awarded for Activity Points, and these shall not be accounted for in the computation of CGPA, nor shall they influence the classification of the degree. The student shall earn the prescribed Activity Points before appearing for the End Semester Examinations of the respective semester. In the event a student fails to earn the prescribed Activity Points by the end of the Third Semester, a deferral may be granted with the written approval of the Head

of the Institution; in all such cases, the Fourth Semester Grade Sheet shall be withheld and issued only after all prescribed Activity Points have been earned.

16.14 Summary of Evaluation Weightages

The weightage for Continuous Assessments and End Semester Examination for various categories of courses is given in Table 13.

Table 13 – Summary of Weightages for Continuous Assessments & End Semester Examination

S.No.	Type / Category	Continuous Assessment	End Semester Examination
1.	Theory (T)	40%	60%
2.	Laboratory Integrated Theory (LIT)	50%	50%
3.	Laboratory (L)	60%	40%
4.	Project Work	60%	40%
5.	Internship / Industrial Training	100%	–
6.	Industry Oriented Courses (IOC) with LIT	50%	50%
7.	Skill Development	100%	–
8.	Self-Learning Course (SLC)	100%	–
9.	Employability Enhancement Courses (EEC)	60%	40%
10.	Mandatory Courses (MC)	100%	–

16.15 Passing Criteria in a Course

A student is declared 'PASS' in a course upon satisfying the following conditions:

- Theory, Laboratory Integrated Theory, and Laboratory courses: A student shall secure a minimum of 45% in the End Semester Examination and a minimum of 50% in total (CA + ESE).
- Project Work: A student shall secure a minimum of 45% in the End Semester Examination (Project Thesis Report Evaluation and Viva-Voce) and a minimum of 50% in total (CA + ESE). A student failing to secure the minimum in either component independently shall be deemed to have failed.
- Internship / Industrial Training: A student shall secure a minimum of 50% in Continuous Internal Assessments.
- Industry Oriented Courses (IOC): A student shall secure a minimum of 45% in the End Semester Examination and a minimum of 50% in total (CA + ESE).

- (v) A student shall secure a minimum of 50 marks out of 100 in the Internal Assessment to successfully complete the Self-Learning Course. In the case of courses offered through NPTEL / SWAYAM, the student shall submit valid proof of course enrolment/registration along with evidence of course progress/completion. The course progress of the students shall be consolidated by the Head of the Department concerned. The consolidated report shall be submitted to the Controller of Examinations with the approval of the Head of the Institution.
- (vi) For the Online courses used for the Credit transfer, the Marks obtained by a student in the online course shall be converted to an equivalent grade, adopting the procedure as prescribed in Clause 17.2 of this regulation. In the case, grade point is awarded to SLC and in such case, an equivalent new grade shall be arrived by converting the grade points secured by the student on 10-point scale and a new equivalent grade shall be awarded as per Clause 17.1 of the regulations. If the decimal of grade point is equal or greater than to 0.50, then the grade point shall be rounded-off to next higher integer. If the decimal of grade point is less than to 0.50, the grade point shall be rounded-off to integer of grade point. For example 1, if a student secures a grade point of 3.4 on 4-point scale, then the grade point on 10-point scale shall be 8.50 and rounded-off to 9. Hence, the new equivalent grade for grade point '9' is 'A' as per Clause 17.1 of the regulations. For example 2, grade point secured by a student is 3.6 out of 7-point, then the grade point on 10-point scale shall be 5.14 and rounded-off to 5. Hence, the new equivalent grade is for grade point '5' is 'C'

16.16 Publication of Results and Revaluation

- (i) Publication of End Semester Examination results shall be within THIRTY working days from the date of completion of regular End Semester Examinations.
- (ii) After publication of results, students may apply for revaluation of the answer script(s) as per the guidelines prescribed by the Controller of Examinations from time to time.
- (iii) A student shall not be permitted to apply for revaluation for courses evaluated only through Continuous Assessment.
- (iv) A student shall not be permitted to apply for revaluation for courses offered under the SD category.
- (v) Results of revaluation shall be published within FIFTEEN working days from the last date of submission of applications for revaluation.

16.17 Arrear Examinations

Arrear Examinations for all Theory and Laboratory courses shall be conducted along with the regular End Semester Examinations of each semester. Students with arrear courses shall register and appear as per the Examination Timetable notified by the Controller of Examinations. No late registration shall be permitted.

16.18 Students Not Satisfying Passing Criteria

- (i) Theory, Laboratory Integrated Theory, Laboratory courses and Industry Oriented Courses: The student shall reappear in the End Semester Examination in subsequent semesters. The Continuous Assessment marks obtained in the first appearance shall be retained for all subsequent attempts until the student secures a pass. However, from the third attempt onwards, if a student fails to obtain pass marks (IA + ESE), the student shall be declared as passed if the student secures a minimum of 50% of total marks in the End Semester Examination alone.
- (ii) Project Work or Internship / Industrial Training: A supplementary viva-voce examination shall be conducted within a minimum of 30 working days from the date of publication of results. If the student is unable to successfully complete the course in the supplementary examination, the student shall repeat the course in the ensuing semester.
- (iii) Industry Oriented Courses: a re-examination shall be conducted within a minimum of 10 working days from the date of publication of results. If a student does not successfully complete the IOC in the re-examination, registration shall stand cancelled; the student shall register for the same or another IOC in the ensuing semester.

16.19 Malpractice in Examinations

Any student found indulging in malpractice or using unfair means during End Semester Examinations or Internal Assessments shall be subject to disciplinary action by a Malpractice Inquiry Committee comprising:

- (a) Controller of Examinations – Chairperson
- (b) Head of the Department of the student concerned – Member
- (c) A senior faculty member from another department nominated by the Head of the Institution – Member

Penalties range from cancellation of the paper concerned, cancellation of all papers of the semester, debarment from specified End Semester Examinations, to recommendation for debarment from the programme. Students shall be given an opportunity to present their case. The Committee's recommendation shall be placed before the Head of the Institution for final action. Proceedings shall be completed within 30 working days of detection of the offence.

17. GRADING OF COURSES

17.1 The grades and corresponding grade points are given in Table 14.

Table 14 – Grading of Courses

Grade	Description	Grade Points
S	Outstanding performance with respect to course learning objectives; exhibits original and creative thinking, and demonstrates the ability to analyze critically and synthesize information	10
A+	Excellent performance with respect to course learning objectives and creative thinking.	9
A	Very Good achievement with respect to course learning objectives.	8
B+	Good achievement with respect to course learning objectives.	7
B	Above Average achievement with respect to course learning objectives.	6.5
C+	Average achievement with respect to course learning objectives.	6
C	Satisfactory achievement.	5
U	Re-appearance.	0
SA	Shortage of Attendance.	0
WC	Withdrawal of Course.	0

17.2 Absolute grading shall be followed for all categories of courses. The range of marks for corresponding grades is presented in Table 15.

Table 15 – Range of Marks for Grades

S	A+	A	B+	B	C+	C	U
91 – 100	81 – 90	71 – 80	66 – 70	61 – 65	56 – 60	50 – 55	< 50

Note: A student securing exactly 50 marks shall be awarded the ‘C’ grade. The ‘U’ grade applies to marks below 50 (i.e., 49 and below).

For NPTEL / SWAYAM courses, the corresponding range of marks for each grade is presented in Table 16.

Table 16 – Range of Marks for Grading of NPTEL / SWAYAM Courses

S	A+	A	B+	B	C+	C	U
91 – 100	81 – 90	71 – 80	61 – 70	51 – 60	46 – 50	40 – 45	< 40

18. CALCULATION OF GRADE POINT AVERAGE (GPA) / CUMULATIVE GRADE POINT AVERAGE (CGPA)

- 18.1 Two parameters, Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA), are used to evaluate the academic performance of the student.
- 18.2 The GPA is the weighted average of the grade points obtained in all the courses registered by the student during the semester. For example, if a student passes five courses (Theory / Laboratory / Project / Seminar, etc.) in a semester with credits C_1, C_2, C_3, C_4 and C_5 , and the student's grade points in these courses are g_1, g_2, g_3, g_4 and g_5 respectively, then the GPA of the student is calculated as:

$$GPA = \frac{(C_1 \times g_1) + (C_2 \times g_2) + (C_3 \times g_3) + (C_4 \times g_4) + (C_5 \times g_5)}{C_1 + C_2 + C_3 + C_4 + C_5}$$

- 18.3 At the end of each semester, the student is issued a semester-wise Grade Sheet, which is a consolidated list of courses registered and grades obtained in that particular semester along with the appropriate GPA calculation.
- 18.4 The CGPA indicates the overall academic performance of a student and is computed to two decimal places in the same manner as the GPA, except that it considers all the courses registered up to and including the latest completed semester. Grades obtained after successful completion of additional courses that are not mandatory for the minimum requirement for the award of degree shall not be considered for computation of CGPA. However, results of these courses will be printed in the Grade Sheet.
- 18.5 If a student is absent for a registered course in the End Semester Examination(s) or Viva-Voce Examinations, or absent for the assessments in case of courses evaluated only through Continuous Assessments, this absence shall be considered as an appearance for the purpose of classification of degree.
- 18.6 If a student opts to drop PE Course(s) as per Clause 10.6, the appearance in that particular PE Course shall be considered as an appearance for the purpose of classification of degree.
- 18.7 After successful completion of the courses required for the award of degree as per the curriculum, a Consolidated Grade Sheet shall be prepared and issued to the student through the respective Head of the Institution.
- 18.8 The percentage of marks shall be printed in the Consolidated Grade Sheet from the CGPA earned using:

$$Percentage\ of\ Marks = CGPA \times 10$$

19. AWARD OF DEGREE

19.1 A student is deemed to have completed the requirements for the award of degree if the student has:

- Successfully completed all courses as per the respective curriculum, satisfying the minimum credit requirement and other academic requirements for the programme.
- No pending disciplinary action against him / her.
- Successfully earned the prescribed Activity Points under STEP as per Clause 16.13.

19.2 The award of Degree shall be approved by the ‘Academic Council’.

19.3 **First Class with Distinction – Honours Track:** A student who fulfils all the following criteria shall be declared to have successfully completed the degree programme with ‘Honours’ and classified under ‘First Class with Distinction’:

- (i) Should have passed the examinations of all courses prescribed in the curriculum of the respective programme in the ‘FIRST APPEARANCE’ itself, within the prescribed duration as per Clauses 5.2(i), and 5.2(ii).
- (ii) Should have passed all additional courses prescribed for the Honours Degree as per Clause 18, in the ‘FIRST APPEARANCE’ itself, within the prescribed duration.
- (iii) Should have secured a CGPA of at least 8.50.
- (iv) Should not have been prevented from appearing for any End Semester Examination for courses prescribed in the curriculum.

19.4 **First Class with Distinction – General Track:** A student who fulfils all the following criteria shall be declared to have successfully completed the degree programme as ‘First Class with Distinction’:

- (i) Should have passed the examinations of all courses prescribed in the curriculum in the ‘FIRST APPEARANCE’ itself, within the prescribed duration as per Clauses 5.2(i), 5.2(ii), and 5.2(iii).
- (ii) Should have secured a CGPA of at least 8.50.
- (iii) Should not have been prevented from appearing for any End Semester Examination.

19.5 **First Class:** A student who fulfils all the following criteria shall be declared to have successfully completed the degree programme as ‘First Class’:

- (i) Should have passed the examinations of all courses within the prescribed duration as per Clauses 5.2(i), and 5.2(ii).
- (ii) Should have secured a CGPA of at least 6.50.
- (iii) Should not have been prevented from appearing for any End Semester Examination.

19.6 **Second Class:** A student shall be declared to have successfully completed the degree programme as 'Second Class' if:

(A)

- (i) Should have passed the examinations of all courses within the prescribed duration as per Clauses 5.2(i), 5.2(ii), and 5.2(iii), AND
- (ii) Has secured a CGPA below 6.50.

(OR)

(B) Should have passed the examinations of all courses within the duration as per Clauses 5.2(iv) and 5.2(v).

20. RANK AND MEDAL

20.1 Institutional Rank shall be determined among students who have:

- Passed all courses prescribed in the curriculum in the 'FIRST APPEARANCE' within the prescribed duration.
- Not been prevented from appearing in any End Semester Examination.
- No disciplinary action recorded against them.

Ranking shall be based on the CGPA obtained at the end of the programme. In case of a tie in CGPA, the student with a higher aggregate percentage in the End Semester Examinations shall be ranked higher.

20.2 The Institution may institute Medals and Prizes to be awarded to rank holders or meritorious students, as decided by the Academic Council from time to time and notified separately.

21. ACADEMIC AUDIT

The Internal Quality Assurance Cell (IQAC), under the direction of the Academic Council, shall initiate the Academic Audit process once every semester by inviting external expert(s) approved by the competent authority. Arrangements for the conduct of the Academic Audit shall be made by the IQAC. Academic Audit shall cover (but is not limited to) the following:

- 21.1 Adherence of all the Institute and department-level activities to the academic calendar. Course delivery and adherence to the course plan, syllabus coverage, quality of question papers used for Continuous Assessments and End Semester Examinations, practical assignments, mini projects, and conduct of practical classes and evaluation.
- 21.2 Co-curricular and extra-curricular activities available for students, and the monitoring mechanism for Activity Points to be earned by students under STEP.
- 21.3 Academic functioning of the Institution encompassing students, faculty, and administration, covering punctuality, attendance, discipline, academic environment, learning ecosystem, academic achievements, and benchmarking.

- 21.4 The quality criteria prescribed by statutory bodies such as AICTE, Anna University, and NAAC.
- 21.5 Academic documents of UG programmes for a particular batch of students shall be retained for a period of THREE years after the end of the programme duration.
- 21.6 The Academic Audit Report and subsequent action taken in every academic year shall be placed before the Academic Council for continuous improvement towards academic excellence.

22. REVISION OF REGULATIONS, CURRICULUM AND SYLLABI

The Institution reserves the right to revise / amend / change the Regulations, Curriculum, Syllabi, and Scheme of Examinations through the Academic Council from time to time, in accordance with the guidelines of Anna University and other statutory bodies.

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CKCET - PG - R2026

C.K. College of Engineering and Technology, Cuddalore



CAVINKARE PATRONIZED INSTITUTION

C.K. COLLEGE OF ENGINEERING & TECHNOLOGY (An Autonomous Institution)

Approved by AICTE, Affiliated to Anna University & Recognized under UGC section 2(f) & 12(B)
Accredited by NAAC with 'A' grade and ISO 9001:2015 Certified Institution

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