



**THIAGARAJAR COLLEGE OF ENGINEERING MADURAI –  
625015**

*(A Govt. Aided Autonomous Institution Affiliated to Anna University)*

**ACADEMIC REGULATIONS – 2026**

*(5 years Integrated M.Sc. Data Science– R 2026)*

**Five Year Integrated M.Sc., Degree Programme (Full-Time)**

*Applicable to the students admitted in Five Year Integrated M.Sc., Degree Programme,  
offered in Thiagarajar college of Engineering, from the Academic year 2026 – 2027 onwards*

**CONTENTS**

<b>S.N</b>	<b>Details</b>	<b>Page Number</b>
	<b>Part – I – General Framework</b>	
1.1	Title	4
1.2	Vision	4
1.3	Mission	4
1.4	Scope	4
1.5	Definitions	4
1.6	Admission Policy	6
	<b>Part – II – Programme Design and Outcomes</b>	
2.1	Programme Objectives and Outcomes (PEOs, POs, PSOs)	7
2.2	Programme Structure and Curriculum Design	8
	<b>Part III – Academic Operations</b>	
3.1	Academic Calendar	13
3.2	Class Timings	13
3.3	Faculty Tutors	13
3.4	Registration of Course	14
3.5	Attendance Criterion	15
3.6	Withdrawal	16
3.7	Break of Study	17
3.8	Unauthorized Absence	18
3.9	Termination	18
	<b>Part IV – Teaching – Learning and Evaluation</b>	
4.1	Teaching Learning Process and Pedagogical Practices	19
4.2	Assessment and Evaluation	19
4.3	Industry Supported Course (ISC)	24
4.4	Summary of weightage of CAT & End Semester Examination	25
4.5	Passing Criteria in a Course	26
4.6	Publication of Result and Reassessment	26
4.7	Not Satisfying Passing Criteria	27

4.8	Grading System, GPA/CGPA and Classification of Degrees	27
4.9	Award of Degrees	30
<b>Part V – Enrichment and Academic Flexibility</b>		
5.1	Guided Study Course	31
5.2	Credits through MOOCs (CTMs)	31
<b>Part VI - Governance and Quality Assurance</b>		
6.1.	Discipline	32
6.2.	Grievance Cell	32
6.3.	Counselling Cell	32
6.4.	Other Statutory committees	32
6.5.	Induction Programme	33
6.6.	Academic Audit and Continuous Quality Improvement	33
6.7.	Class Committee	34
6.8.	Programme Performance Assessment Committee	34
6.9.	Revision and Amendments to Regulations	35

### List of Tables

Table No.	Content	Page No.
1.	Table 1 - Distribution of Credits for Each Category	10
2.	Credits for Contact Periods	10
3.	Programme Code	11
4.	Code for each Category of Course	11
5.	Weightage for Continuous Assessment in Theory (T) Courses	20
6.	Weightage for Continuous Assessments in TCP Courses	21
7.	Weightage for Continuous Assessment in Laboratory (L) Courses	21
8.	Weightage for Continuous Assessment & End Semester Examination for Project Work	23
9.	Summary of Weightages for Continuous Assessments & End Semester Examination for various category of courses	25
10.	Grading of Courses	28
11.	Range of Marks for grading of NPTEL/ TCE MOOC courses	29

## **Part - I: General Framework**

### **1.1. Title**

These regulations shall be called as ‘M.Sc DS Academic Regulations 2026’. In short, it is referred as MSC-R2026.

### **1.2. Vision of the Institute**

World class quality technical education with strong ethical values.

### **1.3. Mission of the Institute**

We, at Thiagarajar College of Engineering (TCE), shall strive continuously to

- Achieve Academic excellence in Science, Engineering and Technology through dedication to duty, commitment to research, innovation in learning and faith in human values.
- Enable the students to develop into outstanding professionals with high ethical standards capable of creating, developing and managing global engineering enterprises.
- Fulfil expectations of the society and industry by equipping students with state of art technology resources for developing sustainable solutions.
- Achieve these through team efforts, making Thiagarajar College of Engineering the socially diligent trend setter in technical education.

### **1.4. Scope**

The regulations provided herein shall apply to the students admitted in the Postgraduate (PG) Five Year Integrated M.Sc., Degree Programmes of Thiagarajar College of Engineering, Madurai from the Academic year 2026 – 2027.

### **1.5. Definitions**

- a. **‘University’** means ‘ANNA UNIVERSITY, CHENNAI’.
- b. **‘Institution’** means Thiagarajar College of Engineering, Madurai.
- c. **‘Choice-Based Credit System (CBCS)’** means a flexible system of learning that permits students
  - i. to learn at their convenient pace.
  - ii. choose electives from a wide range of elective courses offered by the departments.
  - iii. adopt an inter / trans-disciplinary approach in learning and
  - iv. make the best use of the expertise of available faculty.

- d. **‘Programme’** means Degree Programme (i.e) Five Year Integrated M.Sc., Degree Programme.
- e. **‘Contact Hours’** means duration of Lecture, Tutorial, Practical or Project Work, as applicable.
- f. **‘Semester’** means a term of study consisting of a minimum of 14 weeks (including examinations), generally with eight ‘CONTACT HOURS’ per day. The Semester scheduled normally between July and November shall be called ‘Odd Semester’ (I, III), and that scheduled between January and May, shall be called ‘Even semester’ (II, IV).
- g. **‘Course’** refers to a Theory / Theory cum Practical / Practical/ Project courses that are offered in a semester of the Programme.
- h. **‘Credit’** for a course means the weightage assigned to that course based on the contact hours to teach the prescribed syllabus. One credit is allocated to 14 contact hours for theory and 28 contact hours for practical.
- i. **CDIO** refers to the *Conceive–Design–Implement–Operate* framework, an international model for engineering education that emphasizes real-world system development, hands-on learning, and outcome-based competencies.
- j. **MOOCs** (Massive Open Online Courses) are online courses offered through recognized platforms that enable large-scale participation and provide structured learning content, assessments, and certifications via proctored exams.
- k. **NPTEL** refers National Programme on Technology Enhanced Learning (NPTEL) is a joint initiative of the IITs and IISc that offers high-quality online courses and certifications across engineering, science, technology, and humanities disciplines, aimed at enhancing learning through the SWAYAM platform
- l. **Formative Assessment** means ongoing evaluation during the course to monitor student learning, provide timely feedback, and support improvement through activities such as short assessments, class interactions, and feedback tasks.
- m. **Continuous Assessment** means evaluation of the students’ progress and performance in a course during a semester through various activities such as tests, assignments, quizzes, presentations, practical work, and case studies.
- n. **End Semester Examination** means an examination conducted for a course at the end of the semester to evaluate the student’s overall learning achievements in a semester
- o. **“Bona fide Student”** means the student who is admitted, joined and on-roll in an

Postgraduate Programme.

- p. **‘Head of the Department’** means the Head of the Department of the concerned programme
- q. **‘Controller of Examinations’** means the Officer responsible for all the activities related to examinations in the Institution.
- r. **‘Academic Council’** means the principal academic body of the Institution and have control and general regulation of teaching and examination in the Institution and be responsible for the maintenance of the academic standards thereon.

## 1.6. Admission Policy

### 1.6.1. Regular Admission:

Admissions to first year of Five Year Integrated M.Sc., Degree programme offered in the Institution, shall be as per the norms prescribed by Govt. of Tamil Nadu as given below:

Required to have a pass in Higher Secondary Course Examination (Academic 10 + 2) Curriculum or its equivalent examinations with Mathematics, Physics and Chemistry. Other eligibility criteria such as minimum marks in each of the above courses for different categories of communities, number of attempts and physical fitness shall be as prescribed by the Govt. of Tamil Nadu from time to time.

## Part – II Programme Design and Outcomes.

### 2.1. Programme Educational Objectives and Outcomes (PEOs, POs, PSOs)

Each academic programme offered under these regulations shall define its **Programme Educational Objectives (PEOs)**, **Programme Outcomes (POs)**, **Performance Indicators (PI)** and **Programme Specific Outcomes (PSOs)** in alignment with the vision and mission of the Institution and Graduate Attributes (GA) prescribed by National Board of Accreditation (NBA).

- **Programme Educational Objectives (PEOs):**

PEOs describe the **broad career and professional achievements** that graduates are expected to attain within a few years of completing the programme. They reflect the long-term aspirations regarding the application of knowledge, skills, and attitudes in professional practice and societal contribution.

- **Programme Outcomes (POs):**

POs represent the set of competencies that students are expected to demonstrate at the time of graduation. These are aligned with the graduate attributes defined by the National Board of Accreditation (NBA) and include abilities related to engineering knowledge, problem analysis, design and development, use of modern tools, ethics, teamwork, communication, project management, and lifelong learning.

- **Performance Indicators (PIs):**

Performance Indicators (PIs) are specific, observable, and measurable abilities or actions that demonstrate a student's achievement of a competency linked to a Program Outcome. They bridge the gap between broad Program Outcomes and direct assessment methods.

- **Programme Specific Outcomes (PSOs):**

PSOs articulate the discipline-specific skills and knowledge that graduates will possess upon completion of the programme. They reflect the unique characteristics and strengths of the department and are framed in line with the respective field of study. Each department shall periodically review and update its PEOs and PSOs to ensure relevance to industry needs, technological advancement, and societal expectations.

- **Course Outcome (CO)** means the specific, measurable knowledge and skills that students are expected to achieve upon completing a course. It reflects the intended learning achievements aligned with the programme outcomes.

## 2.2. Programme Structure and Curriculum Design

### 2.2.1. Curriculum

Each programme follows a defined structure, referred to as the ‘Curriculum’, which specifies the details of all courses to be completed and outlines their semester-wise sequence.

### 2.2.2. Programme Duration

- (i). Duration of the programme is Five years (Ten Semesters) for a student admitted to a programme with qualifications as prescribed in Clause 1.6.1 of these regulations.
- (ii). The student shall successfully complete all the requirements as per the curriculum and regulations of the programme within the above- said duration of ‘FIVE’ years. However, under the CBCS framework, a student may distribute the course and credit load across semesters, subject to the prescribed credit limits and other academic requirements, and shall be permitted to complete the Programme within a maximum duration of FIVE academic years.
- (iii). Above mentioned period in Clause 2.2.2 (i) shall be extended for ‘ONE’ more year to a student, who is permitted to avail the authorised break of study or opt for dropping of courses, as per the regulations.
- (iv). ‘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 of all the courses within the period as given in Clauses 2.2.2 [(i) & (ii)]. Eligibility here refers to enrollment assigned to the student by CoE office for appearing in the end semester examination.
- (v). After programme completion if there are any arrear course(s), a student shall be permitted to successfully complete the same, within ‘NINE’ years for the students admitted under Clause 1.6.1. This maximum duration for successful completion shall be reckoned from the date of original admission to the programme. Such students will be considered as private candidates by COE.
- (vi). In case of a student prevented from appearing in the end semester examination (not in first semester) in all the courses of a semester due to shortage of attendance, the period of prevention shall be treated as a break in the programme. In such a case, total duration for completing the programme including all such prevention periods shall not exceed the above-said ‘NINE’ years (students admitted under Clause 1.6.1).

- (vii).If a student extends his/her study beyond five years due to repetition of courses on account of shortage of attendance, he/she shall pay the tuition fee and other applicable fees prescribed for regular students. Upon successful completion of all the courses, the student shall be awarded the degree in Second Class.

### 2.2.3. Course Categories

The Five Year Integrated M.Sc., Degree Programme will have a curriculum consisting of theory, theory cum practical, practical courses and project courses, with prescribed syllabi as categorized below:

- i. **Foundation (FC)** include courses such as Mathematics or other basic foundation courses such of Foundations of Data Science, Digital architecture.
- ii. **Programme Core Courses (PCC)** are the core courses relevant to the programme.
- iii. **Programme Elective Courses (PEC)** are the courses which can be chosen from a larger pool of courses and are very specific / specialized / advanced / supportive to the discipline which nurtures the students' proficiency in the specialization/branch.
- iv. **Employability Enhancement Courses (EEC)** are courses designed to improve students' employability by developing practical skills, industry readiness, and hands-on experience. They include Project Work, Internship, Seminar, Professional Practices, Case Study and Industrial / Practical Training.
- v. **Industry Supported Courses (ISC)** are offered to enable students to expand their knowledge and skills in niche areas and to meet the ever-changing needs of relevant industries. These courses will be handled by industry experts or offered through industry-provided online modules. Courses delivered as online modules must include evaluation through a proctored examination. ISC courses shall come under the category of PEC.
- vi. **Credits Through MOOCs (CTM).** Student shall have the option of registering courses in online mode with other institutes or by the institution with prior permission from the head of the department. Students shall opt the MOOC offered by SWAYAM / NPTEL portal, TCE MOOC subject to the condition that the certificate provider should conduct a proctored exam.

- vii. **Audit Courses (AC)** are the courses which encompass a wide range of areas, from arts, and humanities to the sciences and technology, by and large, adds value to the programme of study. Various activities towards personality development such as NCC / NSS/ NSO / YRC, etc. are also part of Audit course
- viii. **Value Added Courses (VAC)** are the courses not prescribed in the respective curriculum, but are offered to the students to provide additional value to the programme, for enhancing the knowledge and skills of the student. Completion of these course(s) is mandatory for successful completion of the programme.

The recommended distribution of credits for each category is given below in Table 1:

**Table 1 - Distribution of Credits for Each Category**

S. No.	Category of courses	Credits
1	Foundation Courses	47-55
2	Professional Core Courses	112-120
4	Professional Elective Courses	15-21
5	Employability Enhancement Courses	36-44
6	Audit Courses	0
<b>Total Credits</b>		<b>221</b>

#### 2.2.4. Medium of Instruction

Medium of Instruction for the Five Year Integrated M.Sc., Degree programme is 'English'.

#### 2.2.5. Assignment of Credits

- (i). Each course is assigned with credits with respect to number of contact periods/week as given in Table 2.

**Table 2 – Credits for Contact Periods**

Contact Period	Credits
1 Lecture Period/week	1
1 Tutorial Period/week	1
1 Practical Period/week	0.5

- (ii). ONE credit is assigned to 'SWAYAM/NPTEL/TCE MOOC' courses for every 'FOUR WEEKS' duration.

**2.2.6. Course Code**

A course code is a unique alphanumeric identifier assigned to each course in a programme. It helps organize the curriculum systematically and supports easy referencing across regulations and academic documents. Course codes are essential for uniquely identifying courses, assisting in curriculum planning and academic administration, tracking revisions and versions, and maintaining clarity and consistency during audits, reviews, and accreditation processes. Every course code shall consist of five components, arranged in the sequence:

**RR AA C U V**

**26 DS C A 0**

Where each component is defined as follows:

- i. **RR – Regulation Code**
  - Represents the regulation under which the course belongs.
  - Consists of two digits representing the year (e.g., 26 for Regulation 2026).
- ii. **AA – Programme Code / Common Course Code**
  - Refers to the code for the academic programme offering the course.
  - Programme code for M.Sc. Data Science as given in Table 3.

**Table 3 - Programme Code**

Programme Code	Name of the Programme
DS	M. Sc . Data Science

- iii. **C – Course Type**
  - Indicates the category or nature of the course.
  - Assigned as a single alphabet representing the course type as given in Table 4.
  - Recommended course type codes include:

**Table 4 - Code for each Category of Course**

Code	Course Type
C, D	Professional Core Courses (Theory)
E	Professional Core Courses (Lab)
K	Foundation Courses
L	Employability Enhancement Courses
P, Q,R	Programme Elective Courses
V	Value-Added Course
N	NPTEL Courses
A	Audit Courses

1, 2	Industry-Supported Course
N	NPTEL Courses
M	TCE MOOCS Courses

iv. U – Unique Identification Number

- A single alphabet, from A to Z except I and O, representing the unique identifier assigned to each course within a programme.
- Ensures that no two courses under the same programme and regulation have identical codes.

v. V – Version

- A single digit indicating the version or revision of the course.
- Useful when courses undergo updates, restructuring, or syllabus revisions.
- Allows proper tracking of curricula across multiple revisions.

For example, a particular PCC offered in the first semester is denoted as 26 DS C A 0, where 26 represents the regulation, DS represents the programme, C represents Professional core course, A represents the unique identity of the course and 0 means the first version of the course.

## **Part III– Academic Operations**

### **3.1. Academic Calendar**

The dates of all academic activities including those of course registration, first and the last days of classes, continuous Assessment Tests, End Semester Examinations, arrear examinations, project reviews, vacation and various activities scheduled in the academic year are published in the Academic Calendar every year. The academic calendar for each year shall be available in the Institution website before the commencement of the academic year.

### **3.2. Class Timings**

The classes are usually scheduled between 09:00 AM to 05:00 PM with a recess from 10:40 AM to 11:00 AM and a lunch break from 12:40 PM to 01:40 PM. One Contact Hour is of 50-minute duration. Regular classes are scheduled in a 5-day week, from Monday to Friday.

### **3.3. Faculty Tutors**

Every Departments of TCE operate in a system with faculty tutors, where a faculty member is assigned to look after the academic welfare of the entire class. The faculty tutors offer all the necessary guidance and help in academic matters, and, if need be, in personal matters also. Students are expected to consult the Faculty Tutor on any matter relating to their academic performance and the courses they may take in various semesters. Notwithstanding the above, the following are some of the roles and responsibilities of a faculty tutors:

- Discuss what the student already knows about the institutional system and give the students relevant information, especially in the beginning of the student's academic programme.
- Review courses already taken and those offered in the upcoming semester.
- Serve as a guide to the students in their course selection.
- Serve as a liaison between students and course instructors on many academic matters including learning disabilities, language barriers, etc.
- Review students' academic progress at least once a semester.
- Identify cases where the students' performance is deteriorating. Discuss with the student and suggest avenues for improvement / support.
- Provide the details about scholarship, placement, co-curricular and extra-curricular activities of the students.
- Coordinate with other academic bodies, if needed.

### **3.4. Registration of Courses**

- i. Each student admitted is required to register the courses before the commencement of each semester to undergo the courses during that semester in the Institute in the online portal facilitated by the institution. Registration is a very important procedural part of the academic system for ensuring that the student's name is on the roll list of each course that the student wants to study during the semester.
- ii. Registration for courses has to be done through the web-based system during the prescribed dates as per the Academic Calendar. The submitted registration will be considered auto approved and hence students are advised to carefully complete the registration process. Responsibility for completion of the registration process correctly on time, rests with the students and they may approach the Tutor, Department level coordinators or Head of the Department concerned, for any clarifications.
- iii. Programme Elective Courses (PEC) shall be chosen from the specialized groups offered from the department. Minimum registration of 20 students is required to offer a Programme elective course.
- iv. Students shall register for courses in a semester, with maximum credit limit of 28 per semester. that excludes courses reappearance due to lack of attendance (LOA) in the earlier semester.
- v. A student shall not re-register for the courses which are successfully completed by the student, for any reason(s) whatsoever.
- vi. Students shall be permitted to register additional courses over and above the courses prescribed in the respective curriculum, under PCC / PEC in any programme as value added courseS with the prior permission of the Head of the Department of the student and also from the Head of the Department offering that particular course. The credits earned for such value-added courses shall be printed in the grade sheet and not considered for the computation of CGPA.
- vii. In case a student is unable to complete the Programme as per clause 2.2.3 (iv) within five academic years, he/she shall be required to pay the prescribed tuition fee for registering the pending courses in the fifth academic year, as per the norms of the Institution.
- viii. The entire registration process should be completed within ten working days from the date of commencement of course registration

### 3.5. Attendance Criterion

- i. The students are expected to attend all the classes without fail. The institution mandates a minimum of 75% attendance to the students in each course to be eligible for appearing in the End Semester Examination of the particular course. Attendance of the student is calculated as follows.

$$\% \text{ of attendance} = \frac{\text{Actual number of classes attended in the course}}{\text{Total number of classes conducted in the course}} \times 100$$

- ii. If a student is unable to secure 75% attendance required to be eligible to appear for the end-semester examination but has at least 65% attendance, then the Medical Certificate/On Duty may be considered, with the approval of the respective Head of the Department, for calculation of attendance as follows

$$\% \text{ of attendance} = \frac{\text{Actual no. of classes attended}}{\text{Total no. of classes conducted} - \text{no. of classes held during medical Leave / On duty leave}} \times 100$$

- iii. For medical reasons, if a student is unable to attend classes, a Medical Certificate shall be furnished to the concerned Head of the Department through the respective faculty tutor within five days from the date of reporting back to class work. Faculty Tutor should record the same in student record. Under any circumstances, medical certificate(s) submitted after the due date, as stipulated in Clause 3.5(ii) shall not be accepted and in this case, % of attendance of the student is calculated as given in Claus 3.5(i).
- iv. Students shall obtain prior approval from the respective Head of the Department (HoD) to participate in campus recruitment activities, project competitions, internships, co-curricular and extra-curricular activities, including Sports. For recognized sports activities, the student shall obtain permission from the Principal, through the Physical Education Director and the respective HoD. Only activities approved in advance by the HoD shall be considered as 'On-Duty' attendance. If a student fails to secure the required 75% attendance, but has not less than 65% attendance, the approved On-Duty attendance may be considered to determine eligibility for the End Semester Examination.
- v. The student shall be prevented from appearing in the end semester examination for a particular course, if the attendance in that course is less than 75%. Students who are prevented for 'Lack of Attendance' shall repeat the course, when offered next in the

subsequent semester(s) by the Department. However, for elective courses the student can choose the same elective or any other elective offered in the subsequent semester. If the academic regulation is changed, equivalent courses for PCC categories shall be recommended by the respective Head of the Department and passed in the respective Board of Studies meeting and approved in the meeting of Academic Council. Then, the student has to undergo these courses for completion of the programme.

- vi. If a student has shortage of attendance in all the registered courses in a semester, the student shall not be permitted to attend the courses of subsequent semester. In such case, the student has to repeat all the courses in the next the Academic year, when offered next by the Department only after obtaining readmission from DOTE and Anna University. However, the student can appear for arrear exam, if any.
- vii. Students who got eligible attendance under clause 3.5 ii & iv shall apply for condonation to the Principal through the respective Head of the Department within three working days from the last lecture day. After the approval from the principal, the student shall be permitted to appear for the current semester examinations by paying the prescribed fee as per COE norms in practice. However, the students who have represented the college in NCC/NSS/Sports at University/ State/ National/ International level are exempted from the condonation fee.
- viii. A student may apply for condonation of attendance shortage a maximum of two times during the entire programme. If a student continues to have a shortage of attendance even after availing condonation twice, the Standing Committee shall review the genuineness of the case for one more time. Based on its recommendation, the student may be permitted to appear for the End-Semester Examinations with condonation or be required to repeat the course. However, if a student incurs a shortage of attendance in any subsequent semester after availing the maximum permitted condonations, the student shall mandatorily repeat the course.

### **3.6. Withdrawal**

A student who is eligible to appear for the End-Semester Examinations may be permitted to withdraw a course or courses from the end semester examination, except during the first semester, for bona fide reasons (such as hospitalization, accident, or specific illness) only once during the entire duration of the degree programme. The student has to submit an

application in the prescribed format available on the Institution website to the Controller of Examinations, with prior approval of the Principal, through the Head of the Department, before the commencement of the End- Semester Examinations.

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 Department and the Principal. Students shall appear for the 'End Semester Examination' in the subsequent semester. The courses withdrawn shall not be considered as an appearance for classification of degree.

### **3.7. Break of Study**

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, except during the first semester for bonafide reasons (such as hospitalization / accident / specific illness) only. However, Break of Study shall also be granted for above-said bona fide reasons, for a period of SIX months (One semester) to the students who have already completed up to the III semester of the programme. The student shall apply for Break of Study (application to be downloaded from the University website) to the respective Head of the Department through email / letter, which in turn shall be forwarded to the Principal for further action. Under any circumstances, student is not permitted to request for Break of Study retrospectively and also request for Break of Study will not be accepted after the generation of 'Prevention list'. Duration of the Programme, is 'as given in Clause 2.2.2 includes the period of above approved Break of study. Students who are granted 'Break of Study', shall be allowed to appear for the End Semester Arrear Examinations for backlog courses, if any, during the period of Break of Study.

After the end of approved 'Break of study', student shall be permitted to re-join the programme in that particular semester, for which 'Break of Study' has been granted to the student. Regulations & Curriculum in force for the specific semester, at the time of re-joining shall be applicable. Appearance of the student (including absent) in the end semester examinations for these courses in that particular semester shall be considered as 'First Appearance'. If there is any change of Regulations & Curriculum, the student has to undergo additional courses or get exemption from undergoing the courses, as recommended by the committee, constituted by the head of the department of the student, for this purpose. Recommendations of this committee, with the approval of the Principal, shall be sent to the Controller of Examinations, for further action

### **3.8. Unauthorized Absence**

If a student has not reported officially to the Head of the Department for the entire duration of the semester, without any prior written request (hardcopy or email to official ID of the respective Head of the Department) for 'Break of Study', admission of the student stands cancelled automatically and name of the particular student shall be permanently removed from the roll list, following the Institution procedure. This Institution procedure includes prior intimation to the student & parent / guardian through email/ letter communication regarding unauthorized absence.

### **3.9. Termination**

- i. A student who is not able to complete the requirements for the award of degree, within the maximum permissible duration prescribed in class 2.2.2, will deem to be automatically terminated from the programme and Transfer certificate shall be issued forthwith.
- ii. Students faced with disciplinary action for any serious offence (For example: ragging) may face premature termination from the programme, based on the recommendations of the disciplinary action committee.

## **Part IV – Teaching–Learning and Evaluation**

### **4.1. Teaching–Learning Process and Pedagogical Practices**

#### **4.1.1. Course Plan**

For every course offered, the faculty member shall prepare a detailed **Course Plan** outlining the course objectives, outcomes, syllabus coverage, schedule of lectures, laboratory sessions (if any), assessment components, learning resources, and pedagogical methods to be adopted. The course plan will provide the term work and self learning time required for the student as per National Credit Frame Work (NCrF). The Course Plan shall be shared with students at the beginning of the semester. This practice ensures transparency and facilitates effective teaching–learning alignment with the Course Outcomes (COs).

#### **4.1.2. Active Learning and Pedagogical Practices**

The teaching–learning process shall emphasize active and student-centric learning. Faculty members are encouraged to employ a variety of pedagogical practices such as problem- based learning (PBL), project-based learning, flipped classrooms, collaborative learning, and experiential learning. The use of ICT tools, simulation software, case studies, and industry-based assignments shall be integrated to enhance conceptual understanding and practical application. Continuous improvement of pedagogy through feedback and peer review is encouraged.

#### **4.1.3. English Proficiency Test**

All newly admitted students shall undergo an English Proficiency Test during the student induction programme to assess their communication skills in English. This course aims to strengthen foundational language and communication skills.

### **4.2. Assessment and Evaluation System**

**4.2.1.** The courses to be offered are decided by the Department concerned, taking into consideration all the requirements of the Programme.

**4.2.2.** Each course is conducted by a Course Instructor and the Course Instructor has the overall responsibility for successful conduct of class work and shall maintain the attendance and assessment record of the students for the courses handled.

**4.2.3.** Semester-wise performance assessment of the student is evaluated through continuous assessments & end semester examinations, and in some courses through continuous assessments only. Each course, theory, practical and theory cum practical shall be evaluated for a maximum of 100 marks.

**4.2.4.** For ‘Theory (T) Courses’, evaluation shall be through continuous assessments and end semester examination. Continuous assessment shall have the weightage of 40% & End semester examination shall have the weightage of 60%.

- (i). Continuous assessments comprise of two tests and activities. For each test, there shall be a minimum of ONE ‘activity’ which include tutorials, assignments, group assignments, quizzes, course embedded project, seminars etc. as prescribed in the course plan. Weightage for test is 60% and for activity, it is 40%, as provided in Table 5. Average of marks obtained in two assessments, shall be taken as Continuous Assessment marks for the particular course.

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

Assessment – I		Assessment – II		Total
Test I	Activity I	Test II	Activity II	
30%	20%	30%	20%	100%

- (ii). End semester examination shall be conducted for 100 marks for a duration of THREE hours.

**4.2.5.** For ‘*Theory cum Practical (TCP) Courses*’, evaluation shall be through continuous assessments and end semester examination. Continuous assessment shall have the weightage of 50% & End semester examination shall have the weightage of 50%.

- (i). Continuous assessments comprise of two tests for theory and one test for practical. The assessment of laboratory practical component will be based on turn-to-turn supervision of the student’s work, performance in laboratory Model test. Details of weightage for theory and practical for various TCP courses are presented in Table 6.

**Table 6 – Weightage for Continuous Assessments in TCP Courses**

S. No.	Hours L-T-P	C	Continuous Assessments		End Semester Examinations	
			Theory & Activities*	Practical	Theory	Practical
1.	1-0-2	2	10%	40%	50%	
2.	1-0-2	2	40%	10%		50%
3.	1-0-3	2.5	35%	15%		50%
4.	2-0-2	3	30%	20%		50%
5.	2-0-2	3	20%	30%	50%	
6.	2-0-3	3.5	35%	15%		50%
7.	1-0-6	4	15%	35%		50%
8.	3-0-2	4	20%	30%	50%	

**4.2.6. For ‘Laboratory (L) Courses’,** evaluation shall be through continuous assessments and end semester examination. Continuous assessment shall have the weightage of 60% & End semester examination shall have the weightage of 40%.

- (i). Continuous assessments will be based on Pre lab activities, In lab activities, post lab activities and assignments. It has the weightage of 75%. Performance in laboratory practical test shall have the weightage of 25% as given in Table 7.

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

Evaluation of Pre lab activities, In lab activities, post lab activities and assignments.	Model Test
75%	25%

- (ii). There shall be one End semester examination for laboratory course conducted for 100 marks and this examination shall be conducted preferably before the commencement of theory examinations. The evaluation of the lab examination should be based on the

level of the lab as prescribed in the respective curriculum.

#### **4.2.7. Project Work:**

The Project work is an important component of post-graduate programmes. The Project work for M.Sc., Data Science consists of Project work – I and Project work – II. The Project work – I is to be undertaken during semester VII. Project work – II is to be undertaken during semester X. The Project work for M.Sc., Data Science - Project work II shall be pursued for a minimum of 16 weeks during the final semester.

A student may undergo Industrial Project in industry / academic / research institutions in lieu of project work for a minimum of 90 days and a maximum of 120 days during Semester VII and X. Students shall undergo the Industrial Project with the approval obtained from the Head of the Department and The Principal. In such cases, the Project work shall be jointly supervised by a faculty member (Guide) of the department and an Engineer / Scientist from the Organization and the student shall be instructed to report the progress in periodically and to attend the project review committee meetings for evaluating the progress. These students will produce a certificate of attendance and project completion report from the Industry/ Research Organization where the project is done.

For Project Work I and Project Work II, each phase shall consist of three reviews followed by a final viva-voce examination. Separate rubrics shall be prescribed for each review, and all reviews must be completed on or before the dates specified in the academic calendar. Students shall submit the project report at the end of the semester and appear for the viva-voce examination. The End-Semester Examination for Project Work in Semesters VII and X shall be evaluated by the Project Supervisor serving as the Internal Examiner, one reviewer nominated by the Head of the Department, and one additional faculty member acting as an examiner. Each examiner shall independently evaluate the project report, presentation, and demonstration for a consolidated maximum mark of 100.

The project marks will be converted as per the prescribed weightage for Continuous Assessment and the End-Semester Examination marks shall be distributed as specified in Table 8.

**Table 8- Weightage for Continuous Assessment & End Semester Examination for Project Work**

Continuous Assessment (60%)			End –Semester Examination (40%)	
Review I	Review II	Review III	Project Thesis Report Evaluation	Viva-Voce
10%	20%	30%	10%	30%

If the project report is not submitted on or before the specified deadline, an extension of time up to a maximum limit of 30 days may be given for the submission of project work with due approval obtained from the Head of the Department. Every Project Guide is required to maintain an Attendance and Continuous Assessment Record which consists of attendance marked for each project work

**4.2.8.** If any student appears as a Private Candidate (after completion as per clause 2.2.2 v.) for arrear Examinations, the continuous Assessment Marks earned by the student will be nullified and only the marks earned in the arrear examination will be considered for passing the course as prescribed in the Scheme of Examinations (Minimum Marks for Pass)

**4.2.9. Personality and Character Development:**

All students shall register, on admission, in any one of the personality and character development programmes (NCC/NSS) and undergo training and attends camps as prescribed by the respective officers / coordinators. The training shall include classes on hygiene and health awareness and also training in first aid.

**National Cadet Corps (NCC)** will have a number of parades/camps specified by the NCC officer.

**National Service Scheme (NSS)** will have social service activities in and around the college specified by the NSS coordinator

Sports, games, drills and physical exercises specified by the Physical Director While the training activities will normally be during weekends, the camp will normally be during vacation period. Every student shall put in a minimum attendance in the training and

attend the camp. The training and camps shall be completed during the first year of the programme. However, for valid reasons, the Principal may permit a student to complete this requirement in the second year. Any credit earned under clause 4.2.9 will not be included in CGPA calculation

**4.2.10.** Students are prohibited from entering into the Examination Hall / Laboratories with any book or portion of book, manuscript, or paper of any description or Communicating with or copying from each other or communicating with anyone outside the Examination Hall / Laboratories. Programmable calculator, mobile phone, smart watch, head phones, ear bots, any electronic device with Bluetooth or wi-fi connections shall not be permitted inside the Examination hall / Laboratories. However, any required codebooks and data sheets / books as specified in the question paper will be supplied inside the Examination hall / laboratories by the office of the Controller of Examinations. The students are warned that any form of Malpractice will be dealt with severely. The punishment may be canceling all the examinations registered by the student in that semester and debarring permanently from all the examinations and disciplinary action will be taken by the college authorities after conducting enquiry.

### **4.3. Industry Supported Course (ISC)**

- i. Student can take Industry Supported Courses subject to maximum of three credits. However, a student shall register for only one course in a semester. Students are also permitted to register for these courses offered by other departments, provided the student has fulfilled the necessary pre-requisites of the course being offered.
- ii. Course syllabus of ISC shall be framed by the identified industrial expert with minimum 5 years of Industrial experience in the specific, in consultation with the faculty Coordinator. Content shall be of trans / interdisciplinary in nature, with practical applications such as case studies, standards, certifications, etc. The Syllabus of ISC shall be passed in Board of Studies meeting and subsequently approved in the meeting of Academic council.
- iii. Departments may offer online courses fully designed and delivered by leading industries, subject to the condition that such courses are evaluated under a proctored mode. In these cases, the courses shall be identified in advance, and the necessary approvals shall be obtained from the Board of Studies and the Academic Council.
- iv. Proposal for conduct of ISC shall be submitted by a faculty member, who is the Coordinator of the ISC, to the Head of the Department concerned at the commencement of each semester for conducting ISC(s) in the subsequent semester, as per the curriculum.

- v. Classes shall be conducted by the industry expert through physical / Online / hybrid mode during the weekends. Attendance register for ISC shall be maintained by the Coordinator.
- vi. Size of the batch shall be less than or equal to 75.
- vii. A student shall be permitted to register for and complete Industry Supported Courses (ISCs) in excess of the maximum requirement of three credits. For the purpose of GPA/CGPA computation, only the best three credits obtained in ISCs, based on the highest grades, shall be considered. Any ISC(s) completed beyond these three credits shall be treated as Value Added Courses (VACs). The grades/results of such VACs shall be reflected in the Grade Sheet, however, the credits earned under VACs shall not be reckoned for the calculation of GPA/CGPA.
- viii. All ISC courses shall be evaluated through continuous assessment only, and no End-Semester Examination shall be conducted. The continuous assessment shall be carried out by the Faculty Coordinator, who shall submit the marks to the Controller of Examinations within two weeks of the completion of the course or before the commencement of the End-Semester Examinations, whichever is earlier.
- ix. At the end of each ISC, students' feedback shall be obtained and reviewed by the respective Head of the Department and Faculty Coordinator, for further refinement of the course.

#### 4.4. Summary of weightages for Continuous Assessments & End Semester

Examination for various category of courses is given in Table 9 as follows.

**Table 9 – Summary of Weightages for Continuous Assessments & End Semester Examination for various category of courses**

S. No.	Type / Category	Continuous Assessments	End-Semester Examinations
1.	Theory	40%	60%
2.	Theory cum practical	50%	50%
3.	Laboratory	60%	40%
4.	Project Work / Internship cum Project Work	60%	40%
5.	Internship / Industrial Training	100%	---
6.	Industry Supported Course	100%	---
7.	Audit Course	100%	

#### 4.5. Passing Criteria in a Course

A Student is declared 'PASS' in a course upon satisfying the following conditions.

- (i). **For Theory, Theory cum Practical & Laboratory course**, a student shall secure a minimum 45% of marks in the end semester examination and also obtain a minimum 50% marks in total combining both Continuous assessments and End semester examination.
- (ii). **For Project Work/ Internship cum Project work**, a student shall secure a minimum 45% of marks in the end semester examination (Project report evaluation & Viva-Voce examination) and also obtain a minimum 50% marks in total combining both 'Continuous assessments and End semester examination (Project report evaluation & Viva- Voce examination)'.  
(iii). **For 'Industry Supported Courses'**, a student shall secure a minimum 50% of marks as per the assessment pattern presented in the syllabus
- (iv). **For 'Audit Courses'**, a student shall secure a minimum 50% of marks, in continuous assessments and credits earned shall not be considered for computation of CGPA.
- (v). **Grade** point obtained by a student shall be first converted into 10- point scale and a new equivalent grade shall be awarded as per Clause 4.8.1 of the regulations. If the decimal of grade point is equal to 0.50, then the grade point shall be rounded-off to next **higher** integer; otherwise, the grade point shall be rounded-off to next **nearest** integer. For example, 1, if a student secures a grade point 8.50 for 10 point scale and rounded-off to 9. Hence, the new equivalent grade for grade point '9' is 'A+' as per Clause [4.8.1](#) of the regulations. For example 2, grade point secured by a student for a 10-point scale shall be 7.14 and rounded-off to 7. Hence, the new equivalent grade is for grade point '7' is 'B+'.

#### 4.6. Publication of Results and Reassessment

- (i). Publication of examination results shall be within fourteen working days from the date of completion of regular end semester examinations of a particular programme.
- (ii). A student can apply for reassessment of his/her semester examination answer paper in theory and Theory-cum-Practical courses (treated as theory examination in the end semester examination), within five working days from the declaration of results, on payment of a prescribed fee, as specified by the Controller of Examinations from time to time. The Controller of Examination will arrange for going through the answer scripts by the students and to make appeals. The reassessment results will be published before the commencement of arrear examinations.

#### 4.7. NOT SATISFYING 'PASSING' CRITERIA

A student who has not satisfied the passing conditions in,

- (i). **Theory, Theory cum practical & Laboratory courses**, a student has to reappear in the 'End Semester Examination' in the subsequent semester(s). In such case, the continuous assessment marks obtained in the first appearance shall be retained and considered valid for all subsequent attempts till the student secures a pass. However, from the fourth attempt (including the first appearance) onwards the student shall be declared to have passed the examination if the student secures a minimum 50% marks in the end semester examinations alone and continuous assessment marks will be nullified.
- (ii). **Project Work**, a arrear viva-voce examination shall be conducted within a minimum period of 45 days from the date of publication of results. If the student is not able to successfully complete the course in the arrear viva-voce examination, then the student has to repeat the course in the ensuing semester.
- (iii). **Industry Supported Courses**, if a student does not successfully complete the ISC due to shortage of attendance or fail in the examination, enrollment of the particular ISC shall be cancelled and the result will not be reflected in the grade sheet. Student shall register for the same ISC / any other ISC, in the ensuing semester.
- (iv). **Audit Courses**, the student has to repeat the course, when it is offered in the subsequent semester(s).

#### 4.8. Grading System, GPA/CGPA and Classification of Degrees

##### 4.8.1 Grading of Courses

The award of letter grades will be decided using absolute grading system. This Uniform evaluation method consists of the norms to be followed for the award of marks for internal and end semester examination of all types of courses, passing requirements, absolute grading and award of the letter grades and classification of degree. The Range of marks, grades and corresponding grade points are given in Table 10.

**Table 10 – Grading of Courses**

<b>Range of Marks</b>	<b>Grade</b>	<b>Description</b>	<b>Grade Points</b>
91 - 100	S	<b>Outstanding</b> performance with respect to course outcomes; exhibits original and creative thinking, and demonstrates the ability to analyze critically and synthesize information	10
81 - 90	A+	<b>Excellent</b> performance with respect to course outcomes and creative thinking	9
71 - 80	A	<b>Very Good</b> achievement with respect to course outcomes	8
66 - 70	B+	<b>Good</b> achievement with respect to course outcomes	7
61 - 65	B	<b>Above Average</b> achievement with respect to course outcomes	6.5
56 - 60	C+	<b>Average</b> achievement with respect to course outcomes	6
50 - 55	C	<b>Satisfactory</b> achievement	5
< 50	U	<b>Re-appearance</b>	0
-	SA	<b>Shortage of Attendance</b>	0
-	WC	<b>Withdrawal of Course</b>	0

- i. A student is deemed to have passed and acquired the corresponding credits in a particular course if he/she obtains any one of the following grades: “S”, “A+”, “A”, “B+”, “B”, “C+”, “C”. The Grade ‘SA’ denotes shortage of attendance and hence prevented from writing the end semester examinations. The Grade “SA” will appear only in the result sheet. “U” denotes that the student has failed to pass in that course. “WC” denotes withdrawal from the exam for the particular course.

Grades “U” and “WC” will appear in both the Grade Sheet and the Result Sheet. In both cases, the student must appear for the End Semester Examination as per clause “Award of Grades” in the Regulations.

- If a student receives a “U” grade in Theory or Laboratory courses, they do not need to meet attendance requirements again. However, they must appear for the End Semester Examination and satisfy the conditions given in clause “Award of Grades” in the Regulations to pass the course.
- If a student receives a “U” grade in courses evaluated only through internal assessment

(except Project Work), they must register for the course again in the next semester and fulfil the requirements specified to pass the course. Attendance requirement need not be satisfied in this case as well

- ii) Courses categorized under MOOC courses, absolute grading system shall be followed as given in Table 11.

**Table 11 – Range of Marks for grading of NPTEL/ TCE MOOC courses**

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

**4.8.2 Calculation of Grade Point Average (GPA) / Cumulative Grade Point Average (CGPA)**

- i. Two parameters, Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA) are used to evaluate the academic performance of the student.
- ii. 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 C1, C2, C3, C4 and C5 and the students’ grade points in these courses are g1, g2, g3, g4 and g5 respectively, then GPA of the student is calculated as:

$$GPA = \frac{(C1 \times g1) + (C2 \times g2) + (C3 \times g3) + (C4 \times g4) + (C5 \times g5)}{(C1 + C2 + C3 + C4 + C5)}$$

- iii. At the end of each semester, the student is given with a semester wise grade sheet. This is a consolidated list of courses registered and grades obtained in that particular semester along with the appropriate GPA calculation.
- iv. 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 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 minimum requirement for award of degree, shall not be considered for computation of CGPA. However, results of these courses will be printed only in the grade sheet.

- v. After successful completion of the courses as required for the award of degree, as per the curriculum, a consolidated grade sheet shall be printed and issued to all the students through respective Head of the Department.

#### 4.9. Award of Degree

- i. A student is deemed to have completed the requirements for the award of degree, if the student has:
  - a. Successfully completed all courses prescribed under the respective programme curriculum of the discipline, satisfying the minimum credit requirements under each course category and the earned a total credit of “221” as stipulated in the curriculum framework, in addition to fulfilling all other academic requirements prescribed for the programme.
  - b. No pending disciplinary action against him / her.
- ii. The award of Degree shall be approved by the Anna University.
- iii. A student who fulfils the following criteria shall be declared to have successfully completed the degree programme as **‘First class with Distinction’**
  - a. Should have passed the examination of all the courses in the ‘FIRST APPEARANCE’ itself, within the prescribed duration as per Clauses 2.2.2 (i-iii) of the regulations.
  - b. Should have secured a CGPA of at least 8.50.
  - c. Should not have been prevented from appearing for any end semester examination(s), for the courses prescribed in the curriculum.
- iv. A student who fulfils the following criteria shall be declared to have successfully completed the degree programme as **‘First Class’**
  - a. Should have passed the examination of all the courses within the prescribed duration as per Clauses 2.2.2 (i-iii) of the regulations.
  - b. Should have secured a CGPA of at least 6.50.
- v. A student who fulfils the following criteria shall be declared to have successfully completed the degree programme as **‘Second Class’**.
  - a. Should have passed the examination of all the courses within the prescribed duration as per Clauses 2.2.2 (i-iii) of the regulations and has secured a CGPA below 6.50.  
(OR)
  - b. Should have passed the examination of all the courses within the prescribed duration as per Clauses 2.2.2 (v) and 2.2.2 (vi) of the regulations.

## **Part V – Enrichment and Academic Flexibility**

### **5.1. Guided Study Course:**

A student, who does not have standing arrear in the programme and CGPA greater than 8.0, can study ONE course under **Programme Elective Courses** after his/her Second semester, as a guided study course. One faculty member approved by the Head of the Department shall be responsible for the periodic monitoring and evaluation of the course. The student does not need to attend the classes. However, the student has to appear for continuous assessment tests and submit assignments to the respective faculty-in-charge assigned by the Head of the Department.

### **5.2. Credits through MOOCs (CTMs):**

- i. Student shall have the option of registering courses in online mode with other institutes or by the institution with prior permission from the head of the department.
- ii. Students shall opt the MOOC offered by SWAYAM / NPTEL portal, TCE MOOC subject to the condition that the certificate provider should conduct a proctored exam.
- iii. The course shall not have been registered or credited under clause 5.2 (ii) as a **Programme Elective Courses** category at any stage of the programme. PCC shall not be substituted by undergoing CTMs.
- iv. Maximum credits that a student can earn as per clause 5.3 (ii) Nine credits.
- v. Number of courses that can be registered shall not exceed 'THREE' per semester, subject to the maximum credit limit of 30, in a semester.
- vi. For each department, a Coordinator shall be nominated as a Single Point of Contact (SPoC) by the respective Head of the Department, for coordinating all the activities related to the CTM.
- vii. Students who want to earn credit for courses under CTM should give a requisition letter to the SPoC of the department and should declare that he/she did not study the same course earlier or will study a similar/same course in the future. If any course content submitted by the student has more than 25% of the content of course the student already studied, then the course will not give credit under CTM. If a student registered the same or similar course (with more than 25 % of the CTM course for which he/she already earned credit(s) then the current course registration will be cancelled.
- viii. The following credits shall be awarded based on the duration of the online courses. 4 weeks – 1 credit.

## **Part VI – Governance and Quality Assurance**

### **6.1. Discipline**

- i. Every student is required to observe discipline 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. The principal shall constitute a disciplinary committee to enquire into acts of indiscipline and notify the institution about the disciplinary action recommended for approval. In case of any serious disciplinary action which leads to suspension or dismissal, then a special committee shall be constituted by the Head of the Institution for taking the final decision.
- ii. If a student indulges in malpractice in any test/examinations, the student shall be liable for punitive action as prescribed by the College from time to time.
- iii. If a student is involved in malpractice in any test or examination and is penalized, and if the same student is found to repeat the offence, the student shall be debarred from attending classes for the entire academic year. The student shall be required to be readmitted to the corresponding semester in the subsequent academic year.

### **6.2. Grievance Cell**

Institution shall have a ‘Grievance Redressal Committee’ for staff and students. Students shall approach this committee in the event of academic as well as non-academic grievances. This committee shall be constituted by the Principal.

### **6.3. Counselling Cell**

Institution shall have a dedicated ‘Counselling’ unit. This cell comprises of psychological counsellors, faculty representatives and student representatives. This cell shall help and offer advice in all kinds of matters. This counselling cell shall be constituted by the respective Dean (Student) of the campus.

### **6.4. Other Statutory committees:**

In addition to the academic and administrative bodies constituted under this Regulation, the Institution shall maintain various statutory committees mandated by governing authorities to ensure a safe, inclusive, and ethically responsible campus environment. These include the Anti-Ragging Committee, SC/ST Cell, OBC Cell, Minority Cell, Anti-Drug Committee, and the Women Empowerment Cell (WEC). Each committee functions in accordance with the respective regulatory guidelines to address student grievances, promote equity and

inclusivity, prevent discrimination or misconduct, and safeguard the overall well-being of the campus community.

6.5. **Induction Programme** shall be conducted by the Department or Dean (Student), aimed at offering the incoming students, an interface to understand and interact with the diverse student community in the Institution. With the Institution having a stringent anti- ragging policy, the programme also doubles up as an excellent icebreaker. The objectives of this induction programme include:

- Welcoming and orienting the new students at the departments
- Guiding the new students about life at the campus and its activities, college fests, etc.
- Providing academic guidance to the students.
- Enforcing the anti-ragging rule.

On the whole, the Induction Programme aims to provide the incoming students with a cordial environment to make their transition to the Institution system as smooth as possible.

6.6. **Academic Audit and Continuous Quality Improvement**

The principal shall initiate the academic audit process once in every year, with the coordination and cooperation of the respective Head of the Department, by inviting external expert(s). The Head (IQAC) shall make the arrangements for the conduct of Academic Audit. Academic audit shall cover (not limited to),

- Course delivery and adherence to the course plan, syllabus coverage, quality of question papers used for continuous assessments, end semester examinations, maintenance of laboratory experimental set ups and equipment, practical assignments, mini projects and conduct of practical classes and their evaluation.
- Co-curricular and extra-curricular activities available for students, the monitoring mechanism of activity points to be earned by the students.
- Academic functioning of the Department encompassing students, faculty and administration covering punctuality, attendance, discipline, academic environment, learning ecosystem, academic achievements and benchmarking.
- The quality criteria prescribed by statutory bodies.
- Action taken report shall be presented to the Internal Quality Assurance Cell of the University by the Head of the Department, based on audit report for continuous improvement.
- Academic documents of PG programmes for a particular batch of students shall be kept in

the respective department for a period of TWO years after the end of programme duration.

#### **6.7. Class Committee**

The objective of the Class Committee is to improve the teaching-learning process. The functions of the class committee include:

- Resolving difficulties experienced by students in the classroom and in the laboratories.
- Clarifying the regulations of the degree programme and the details of rules therein.
- Discussing the progress of academic schedule and deviations if any.
- Evaluating the performance of the students of the class after each test and finding the ways and means of improvement.
- Class committee comprises of all the faculty members who are handling courses in that particular semester and two student representatives from each course. A chairperson who is a faculty not handling course for that particular semester, nominated by the Head of the Department shall coordinate the activities of this committee.
- The class committee shall be constituted by the Head of the Department/Chief Tutor on the first week of commencement of the semester.
- The class committee shall meet three times in a semester as specified in the academic calendar.
- The principal may participate in any class committee of the institution.
- During these meetings, the representative of the class shall meaningfully interact and express the opinions and suggestions of the other students of the class to improve the effectiveness of the teaching-learning process.
- The Chairperson is required to prepare the minutes of the meeting, signed by the members and submit the same to Head of the Department within five working days of the meeting. Head of the Department will in turn consolidate and forward the same to the principal, within 10 working days of the meeting.
- In each meeting, the action taken report of the previous meeting is to be presented by the Chairperson of the class committee.

#### **6.8. Programme Performance Assessment Committee**

The Performance Assessment Committee comprises of the Course Coordinators/ Course faculty members and Programme Coordinator, nominated by the Head of Department.

This committee shall meet to assess the attainment of Course Outcomes and Program

Outcomes, progress and status of the students of the semester concerned at the beginning and end of the semesters. The committee can invite Faculty mentors and students as invitees.

**6.9. Revision and Amendments to Regulations**

The standing committee/Academic Council of the College reserves the right to revise or change or amend the regulations, the scheme of examinations, the curriculum and the syllabi from time to time if found necessary.

**SPECIAL CASES:**

In the event of any clarification in the interpretation of the above rules and regulations, they shall be referred to the Standing Committee. The Standing Committee will offer suitable interpretations/ clarifications/ amendments required for special case on such references and get them ratified in the next meeting of the Academic Council. The decision of the Academic Council is final.

\*\*\*\*\*