KUMARAGURU COLLEGE OF TECHNOLOGY

COIMBATORE - 641 049

ACADEMIC REGULATIONS 2024

B.E./B.Tech/M.E./M.Tech/MCA Programmes

(R 2024)

Applicable to students admitted from AY 2024-2025 onwards

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LIST OF SYMBOLS AND ABBREVIATIONS

AA	Activity based Assessment
ACC	Academic Consultative Committee
AY	Academic Year
CAM	Continuous Assessment Marks
CBCS	Choice Based Credit System
CO	Course Outcome
CoE	Controller of Examinations
CGPA	Cumulative Grade Point Average
DCC	Department Consultative Committee
DEC	Departmental Examination Committee
ESE	End Semester Examination
ESM	End Semester examination Marks
FA	Formative Assessment
FCLF	Flexible Credit Learning Framework
ICC	Internal Compliance Committee
LA	Lab summative Assessment
PrBL	Problem-Based Learning
PBL	Project-Based Learning
NCC	National Cadet Corps
NSO	National Sports Organization
NSS	National Service Scheme
OBE	Outcome Based Education
SA I	Summative Assessment - I
SA II	Summative Assessment - II
SGPA	Semester Grade Point Average

1. PREAMBLE

Kumaraguru College of Technology (KCT) is dedicated to foster the holistic development of its students by equipping them with the knowledge, skills, attitudes and values essential for global citizenship. Responding to rapid technological advancements and societal changes, KCT envisions a multidisciplinary, ethically grounded and globally aware community of learners and leaders. This academic regulation, developed by Team *Project Transcend,* reflects our commitment to integrate innovative technological trends with a strong focus on sustainability, in alignment with the United Nations Sustainable Development Goals.

Celebrating over 40 years of academic excellence since our establishment in 1984 under the visionary leadership of Arutchelvar Dr. N. Mahalingam, KCT now educates more than 8,000 students, supported by dedicated faculty and an extensive global alumni network of over 30,000 members. Building on our early adoption of the Choice Based Credit System (CBCS) in 2014 and Outcome Based Education (OBE) in 2015, we advanced our teaching methodologies through *Project Banyan* and Regulation 2017, which introduced high academic flexibility and specialized learning opportunities.

In today's rapidly evolving engineering landscape, education must transcend traditional knowledge delivery to include effective learning strategies that integrate humanities, ethics, sports, holistic wellness and engineering creativity. Regulation 2024, which includes stakeholder aspirations, offers a progressive, multidisciplinary framework that blends knowledge, skills and values. Developed in compliance with NEP 2020, NCrF, AICTE, UGC and Anna University guidelines, it provides a well-rounded foundation for learners to thrive in a dynamic global environment.

2. SCOPE

The provisions of Regulation 2024 apply to B.E./B.Tech/M.E./M.Tech and MCA programmes and will also apply to new programmes that may be introduced from Academic Year (AY) 2024-25 onwards.

3. LIST OF DEFINITIONS

For the purpose of this regulation, unless stated otherwise,

1. **Programme** refers to B.E./B.Tech/M.E./M.Tech /MCA degree programmes.
2. **Discipline** identifies a Branch or Specialization in B.E. /B.Tech /M.E. /M.Tech/MCA degree programmes.
3. **UG** refers to B.E./B.Tech programmes.
4. **PG** refers to M.E./M.Tech/MCA programmes.
5. **University** refers to Anna University, Chennai.
6. **Institution** refers to Kumaraguru College of Technology, Coimbatore.
7. **Head of the Institution** refers to the Principal of KCT.
8. **Director/Dean** refers to Director/Dean of the Programmes/Academic administration concerned.
9. **Head of the Department** refers to Head of concerned academic department.
10. **Department of Academics (DoA)** refers to the committee formulated by the Institution responsible for all the academic activities and implementation of relevant rules and regulations.
11. **Academic Consultative Committee (ACC)** refers to the committee formulated by the Institution responsible for the academic related activities.
12. **Department Consultative Committee (DCC)** refers to the committee formulated by the department comprised of 2 or more faculty as appointed by the Head of the Department.
13. **Department Examination Committee (DEC)** refers to the committee includes department examination coordinator and other members nominated by Head of the Department.

14. **Controller of Examinations (CoE)** refers to the authority of the Institution, responsible for all activities related to Examinations.
15. **L – T – P – J – C** refers to **L**ecture, **T**utorial, **P**ractical, Pro**J**ect and **C**redits respectively.
16. **Course** refers to Theory/Practical/ Embedded courses offered during an academic semester of a programme.
17. **Curriculum structure** refers to the framework of a degree programme which includes the set of courses along with minimum credit requirements earned to be eligible for a B.E./B.Tech/M.E./M.Tech/MCA degree (including specialization).
18. **Humanities and Social Science (HS)** refers to academic courses involving languages, human behaviour, social and cultural expressions, philosophical and historical contexts.
19. **Basic Science (BS)** refers to the foundational subjects in science that equip students with essential knowledge of natural laws, scientific principles, and analytical methods.
20. **Engineering Science (ES)** refers to the foundational courses that bridge the gap between basic sciences and specialized engineering disciplines.
21. **Professional Core (PC)** refers to the core courses relevant to the chosen UG or PG programme/specialization/branch.
22. **Professional Elective (PE)** refers to the elective courses relevant to the chosen UG or PG programme/specialization.
23. **Open Elective (OE)** refers to courses offered across various programmes providing flexibility to the students in choosing courses outside their core area of specialization.
24. **Flexible Credit Learning Framework (FCLF)** refers to the operational framework of open elective courses.
25. **Project Work (PRJ)** refers to the Mini project/Internship/Project Based Learning/Capstone project undertaken by a student during the period of study.
26. **RiDE** refers to **R**esearch - **I**nnovation - **D**esign - **E**ntrepreneurship components.

27. **Credit (C)** defined as a measure that quantifies learning and is based on the number of hours a student dedicates in learning activities, which can include classroom instruction, laboratory work, field study, internships and self-study.
28. **Self-Learning Hours (SLH)** refers to a part of total learning hours, which includes independent study, online courses, research and other learning activities outside the classroom instruction.
29. **Outcome Based Education (OBE)** is an educational approach that focuses on achieving specific, measurable outcomes in terms of knowledge, skills, attitude and values that students are expected to demonstrate upon completing a course or programme.
30. **Programme Educational Objective (PEO)** is a broad statement that outlines the long-term achievements expected of graduates within a few years of completing the program. PEOs typically describe career and professional accomplishments, ethical contributions and the ability to adapt to technological and societal changes. PEOs are intended to align with the Institution's mission and are periodically reviewed to reflect evolving industry and societal needs.
31. **Programme Outcome (PO)** refers to a set of skills, knowledge and attitude that a student shall attain to become eligible to receive a degree from a specific programme. These outcomes are broad and generally defined by the NBA, ensuring that students are well-prepared to meet professional, ethical and societal standards in their field.
32. **Programme Specific Outcome (PSO)** refers to the competencies that a student in a programme is expected to demonstrate. PSOs are unique to each programme and are tailored to address the specific skills, tools, and techniques relevant to that field. They are designed to ensure that graduates have specialized knowledge that enables them to succeed in their discipline.
33. **Course Outcome (CO)** refers to specific statements that are measurable and focused on specific skills, knowledge and competencies related to the

course content, providing clear guidance on the expected learning outcomes in alignment with POs and PSOs.

34. **Regular Undergraduate Students** refers to students who enter a Bachelor's degree programme in engineering (B.E./B.Tech) through the standard admission process, typically right after completing secondary education (12th grade or equivalent). These students usually follow the full curriculum from the first year, covering foundational to advanced topics in their chosen engineering discipline over a typical duration of four years.
35. **Lateral Entry Undergraduate Students** refers to students who are admitted directly into the second year of an undergraduate B.E./B.Tech engineering programme, after completing a diploma in engineering or an equivalent qualification.
36. **Credit Equivalence/Credit Mapping/Credit Transfer** refers to mechanisms that are designed to align, recognize and approve the transfer of academic credits across institutions, programmes or associated courses based on the curriculum structure, thereby enabling the students to translate the earned credits ensuring academic standards and curriculum requirements.
37. **Autonomous Institution** refers to a higher education institution that operates with a significant degree of independence from the affiliating University.

4. PROGRAMMES OFFERED

KCT offers a 4-year (8-semester) B.E./B.Tech degree programme affiliated to Anna University, Chennai, for regular students, a 3-year (6-semester) B.E./B.Tech degree programme for lateral-entry students and 2-year (4-semester) M.E/M.Tech/MCA/MBA degree programme affiliated to Anna University, Chennai, in the following branches of Engineering & Technology and Management, as represented in Tables (1 - 3).

Table 1: Undergraduate Programmes - B.E./B.Tech

B.E. Degree Programmes	B.Tech Degree Programmes
Aeronautical Engineering	Artificial Intelligence and Data Science
Automobile Engineering	Biotechnology
Civil Engineering	Fashion Technology
Computer Science and Engineering	Information Technology
Electronics and Communication Engineering	Textile Technology
Electrical and Electronics Engineering	
Electronics and Instrumentation Engineering	
Mechanical Engineering	
Mechatronics Engineering	

Table 2: Postgraduate Programmes - M.E./ M.Tech

M.E. Degree Programmes	M.Tech Degree Programmes
Construction Management	Technical Textiles
Embedded Systems Technologies	Biotechnology
Environmental Engineering	Data Science
Industrial Engineering	Defence Technology
Structural Engineering	Masters of Technology Management

Table 3: Postgraduate Programmes - MCA / MBA #

Master of Computer Applications (MCA)
Master of Business Administration (MBA)
MBA (Innovation, Entrepreneurship & Venture Development)
MBA (Project Management)
MBA (Logistics & Supply Chain Management)

Note: # Programmes offered shall be refered in the Institution website link: https://kct.ac.in/

5. ADMISSION

5.1 ADMISSION TO ACADEMIC PROGRAMMES

The norms for admission and eligibility criteria (Regular/Lateral entry students) such as marks, physical fitness and mode of admission will be followed as prescribed by Anna University, Chennai, Directorate of Technical Education (DoTE), All India Council for Technical Education (AICTE) and University Grants Commission (UGC) from time to time.

5.2 ADMISSION OF TRANSFERRED CANDIDATES

Candidates transferred from other colleges must bring a valid admission notification from the Director, DoTE, along with credits earned in previously attended institutions. The Head of the Institution shall form a Committee to consider the credits earned and recommend additional courses if necessary.

5.3 ADMISSION OF RE-ADMITTED CANDIDATES

Students under the academic regulations R2018 and R2018A, who have discontinued for reasons other than disciplinary action may be re-admitted to 2024 regulation (subject to maximum duration & other requirements). Re-admitted students (UG and PG) after a break of study, shall submit a valid

admission notification issued by the Director, DoTE along with required proofs. Based on the above, Head of the Institution shall form a Committee to consider the credits earned and recommend additional courses to meet the degree requirements, which the candidate shall complete in the specified duration.

6. PROGRAMME STRUCTURE, CURRICULUM AND CREDITS

6.1 PROGRAMME DURATION

B.E./B.Tech programmes: A student after securing admission shall pursue B.E./B.Tech programme for a minimum period of 4 academic years (8 semesters) and a maximum period of 7 years (14 semesters) starting from the commencement of the first semester. For a student admitted in lateral-entry mode, the minimum and maximum period of study shall be 3 academic years (6 semesters) and 6 years (12 semesters), respectively, starting from the commencement of the third semester.

M.E/M.Tech/MCA programmes: A student after securing admission shall pursue M.E./M.Tech/MCA programme for a minimum period of 2 academic years (4 semesters) and a maximum period of 4 years (8 semesters) starting from the commencement of the first semester.

6.2 SEMESTER STRUCTURE

The regular semesters (Odd/Even) normally have about 90 working days. Also, a Summer/Winter track is conducted between the semesters during vacation period.

6.3 CURRICULUM STRUCTURE

Each programme follows a semester-based credit system and has a defined credit requirement distribution across course categories as shown in Table 4.

Table 4: Structure of Curriculum for UG and PG

Components	Description	
	UG Programmes	PG Programmes
Credit range	160 -165 credits	80 – 85 credits
Maximum credit enrolment per semester	36 credits	23 credits
Curriculum Structure	As per programme curriculum	
Other Mandatory course	Universal Human Values (UHV-I & UHV-II), Constitution of India, Environmental Science and Engineering, Indian Knowledge System (IKS)	-
Internship	2 (mandatory)	1 (mandatory)
Micro credential courses	As per Clause (8.1.5)	
Optional		
Summer/Winter tracks	During the summer/winter vacation period	
Fast/Extended track	Option for diverse learners	
Protosem	One semester (maximum)	-
Honours/Minor	18 credits (from V semester onwards)	-
Study abroad programmes	For a maximum period of one year	
Additional courses	Value added courses, certification programmes	
MOOC	As per Clause (9.11)	

6.4 CREDITS

6.4.1 CREDITS PER SEMESTER

A student is expected to register 20-24 credits in a semester. However, a student can register for a maximum of 36 credits - including Honours/Minor courses (provided one or two courses are registered as a self-study course). The minimum number of credits a student can register for in a regular semester shall be 14. Normally a student shall not be permitted to register for credits beyond/below these specified limits.

6.4.2 Credit Definition and System

A **credit** is a unit that quantifies the learning effort required for a course in terms of contact hours. Table 5 lists the typical credit system.

Table 5: Credit System

Course type	Contact hours	Credits
Theory (L)	15	1
Practical (P)	30	1
Tutorial (T)	15	1
Project (J)	30	1
Experiential Learning (as per Clause 8.1.11)	45	1

To augment the learning proficiency, students shall be engaged through self-learning hours. These hours encourage self-directed learning and critical thinking to align with OBE.

All the Academic Programmes offered by the Institution are delivered through **Choice-Based Credit System (CBCS)** mode. **CBCS** is a flexible academic framework that allows students to choose courses based on their preference. The choice of the courses should comply with the requirements of programme curriculum. It enables the students to earn credits at their own pace and customize their learning pathways.

6.4.3 Credit Distribution

The curriculum structure for all the UG and PG degrees can be referred to the respective programme's curriculum. General credit range for the programmes are listed below:

Table 6: Credit Distribution for B.E./B.Tech Programmes

Course Types	Credit range	Credit (%)
Humanities & Social Science - HS	18-24	12 – 15
Basic Science – BS	18-26	12 – 16
Engineering Science – ES	16-24	10 – 15
Professional Core – PC	48-55	30- 34
Professional Elective – PE	18-24	12 -15
Open Electives – OE/FCLF	9 -12	6 - 7
Internship	3	12 -13
Project	15-18	
Total Credit	**160 - 165**	

Table 7: Credit Distribution for M.E./M.Tech/MCA Programmes

Course types	Credit range	Credit (%)
Basic Science	4 - 9	5 - 11
Engineering Science		
Professional Core	18 - 24	23- 30
Professional Elective	12- 18	15 - 23
Project/Internship	24 - 34	30 - 43
Seminar (Optional)	2 - 4	2 - 5
Total Credits	**80 - 85**	

6.4.4 Credit Requirement for UG and PG Degree

B.E./B.Tech: For the successful completion of the B.E./B.Tech programme, a regular student must earn minimum credits as per the approved programme curriculum in a minimum of eight semesters, while a lateral-entry student must earn 120 credits over a minimum of six semesters.

M.E./M.Tech/MCA: For the successful completion of the M.E./M.Tech/MCA programme, a regular student must earn minimum credits as per the approved programme curriculum in a minimum of four semesters.

6.5 Medium of Instruction

The medium of instruction for the entire undergraduate and postgraduate programmes will be English only (except for language courses other than English).

6.6 Tracks

6.6.1 Summer/Winter Track

i. Summer/Winter Track will be conducted between the semesters during the vacation period. Students can register under the summer/winter track for the following conditions:
    1. Students who have a shortage of attendance in any course(s) in the regular semester shall earn minimum attendance requirements in order to be eligible to appear for ESE.
    2. Students who have arrears in the regular semester courses and wish to improve the CAM.
    3. Students who wish to complete the courses in the VII/VIII semester earlier in fast-track mode can register from semester IV onwards.

ii. Students who register for courses in the summer/winter track shall pay the prescribed course fee and the exam fee.

iii. Students can register for a maximum of 14 credits in summer track and 8 credits in winter track.

iv. The maximum credit limits to be registered in the summer/winter track may be relaxed with special approval from DoA for those students in their final year of study or those who have completed the programme.

v. Students cannot add/drop courses in summer/winter track registration.

6.6.2 Fast Track

i. B.E./B.Tech students can register under fast track from semester IV onwards. He/She shall maintain a CGPA of 8 and above, without any backlogs in their semesters preceding their application.

ii. Students shall register for a maximum of 36 credits per semester. Under exceptional circumstances, based on the merit of the case, the maximum credit limit can be relaxed by DoA with approval from the Head of the Institution.

iii. Under fast-track mode, the students can register either in the regular semester or in summer/winter track, depending on the courses being offered in the department at the time of application.

iv. B.E./B.Tech students can register under fast track from semester IV onwards (Sem II onwards for M.E./M.Tech/MCA), subject to the maximum credit limit per semester (36 credits). Under exceptional circumstances, based on the merit of the case, the maximum credit limit can be relaxed by DoA with approval from the Head of the Institution.

v. Students who wish to opt for fast-track mode shall maintain a CGPA of 8 and above, without any backlogs in their semesters preceding their application and undertake to complete all the course work (refer Table 6 & Table 7) including the project and internship by VIII semester (IV Semester for M.E./M.Tech/MCA).

6.6.3 EXTENDED TRACK

i. The Extended track shall be recommended with the approval of DCC for those B.E./B.Tech students (slow learners) having 5 and above arrears during the commencement of 4th semester of their programme of study and complete the programme within the maximum duration of 7 years (Regular) and 6 years (Lateral Entry).

ii. A student can register for the classes during regular semesters as well as in the summer/winter track depending on the courses offered by the department at the time of application.

iii. Extended Track is not applicable to M.E./M.Tech/MCA students.

6.7 B.E./B.TECH DEGREE WITH HONOURS/MINOR

B.E./B.Tech Honours or B.E./B.Tech Minor shall be offered by the Department irrespective of the number of students enrolled. The student has to enroll for these additional courses separately and pay the prescribed course and exam fees. A student shall earn an additional 18 credits over and above the programme requirements within the curriculum. However, out of the 18 credits, a maximum of 6 credits can be earned through online mode from SWAYAM-NPTEL platform, as approved by respective BoS and DCC of the offering department.

6.7.1 B.E./B. TECH (HONOURS)

A student (Regular/Lateral entry) shall be permitted to register for the courses from Semester V onwards provided the student has earned a minimum CGPA of 7.50 until Semester III and has cleared all the courses in the first attempt throughout the programme of study.

i. The student shall take the courses from more than one vertical of the same programme and earn a minimum of 18 credits.
ii. The student shall pass all the courses prescribed in the curriculum in the first attempt.
iii. If a student decides not to opt for Honours, after completing a certain number of additional courses, such courses shall be mapped to Professional Elective courses.
iv. If a student has secured more than 18 credits through Honours track, the course(s) with higher grades shall be considered for CGPA calculation
v. Remaining courses shall be printed in the grade sheet (as additional courses); however, they will not be considered for calculation of CGPA and the same shall be indicated in a foot note appropriately.
vi. If the student has failed in the additional courses or faced shortage of attendance, they will not be printed in the grade sheet and will not be considered for CGPA calculation and classification of degree.

6.7.2 B.E./B. Tech Minor with Specialization in another discipline

A student (Regular/Lateral entry) shall be permitted to register for the courses from V semester onwards, provided the student has earned CGPA of 6.50 and above until his/her III semester. The student should have earned additionally a minimum of 18 credits in any one of the verticals offered by other disciplines. If the student has failed in the additional courses or faced shortage of attendance, they will not be printed in the grade sheet and will not be considered for CGPA calculation and classification of degree.

i. If a student decides not to opt for Minor, after completing a certain number of additional courses, such courses shall be mapped to Open Elective courses.
ii. If a student has secured more than 18 credits through Minor track, the course(s) with higher grades shall be considered for CGPA calculation.
iii. If the student has failed in the additional course(s) or faced a shortage of attendance, respective course(s) shall not be printed in the grade sheet and will not be considered for CGPA calculation and classification of degree.

6.8 Exploratory Pathways

Research, Innovation, Design, and Entrepreneurship **(RiDE**) are critical pillars that substantiate national progress, resilience, and global competitiveness. To empower students and prepare them for future challenges, KCT has established Exploratory Pathways under the RiDE framework.

These pathways provide a structured mechanism for students to align their academic pursuits and career ambitions with their individual interests. The three pathways :- (a) Research & Innovation, (b) Entrepreneurial and (c) Career & Placement - offer flexibility and opportunities for students to gain industry relevant experience and develop essential skills through pathway-specific courses and activities (refer Figure 1).

i. B.E./B.Tech students shall opt under anyone of the Exploratory Pathways (EP) from the 3rd semester of their duration of study.

ii. A Student shall enroll in any one of the three Pathways within the first 10 days of the commencement of the 3rd semester with prior mentoring. However, a student can change the pathway only once during the course of study before the start of the 6th semester with prior approval from Mentors and DCC.

iii. Professional electives, FCLF courses, Projects will align with the pathway chosen.

iv. The evaluation of the EP shall be conducted as per assessment patterns of the respective course type offered

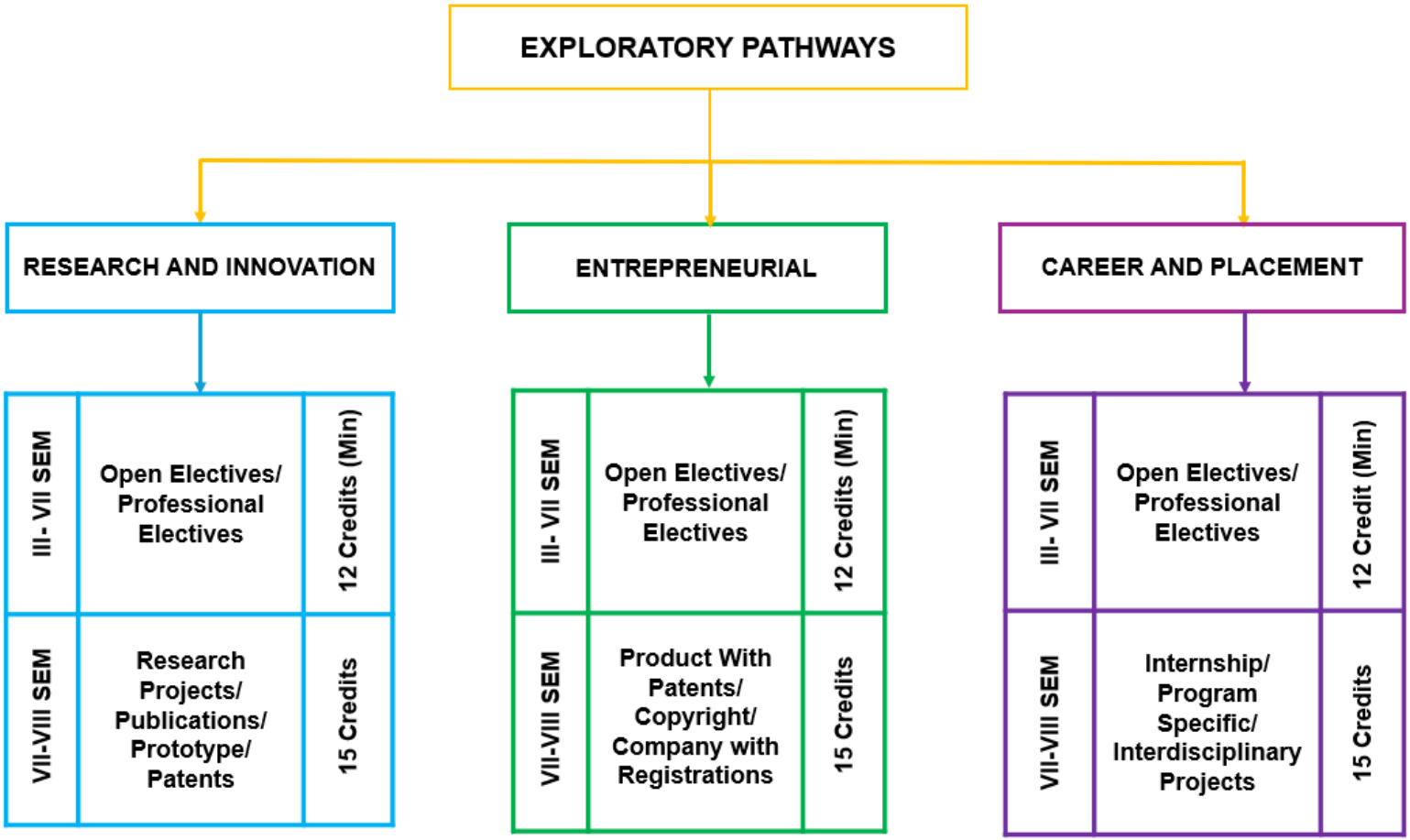

Figure 1: Exploratory Pathways

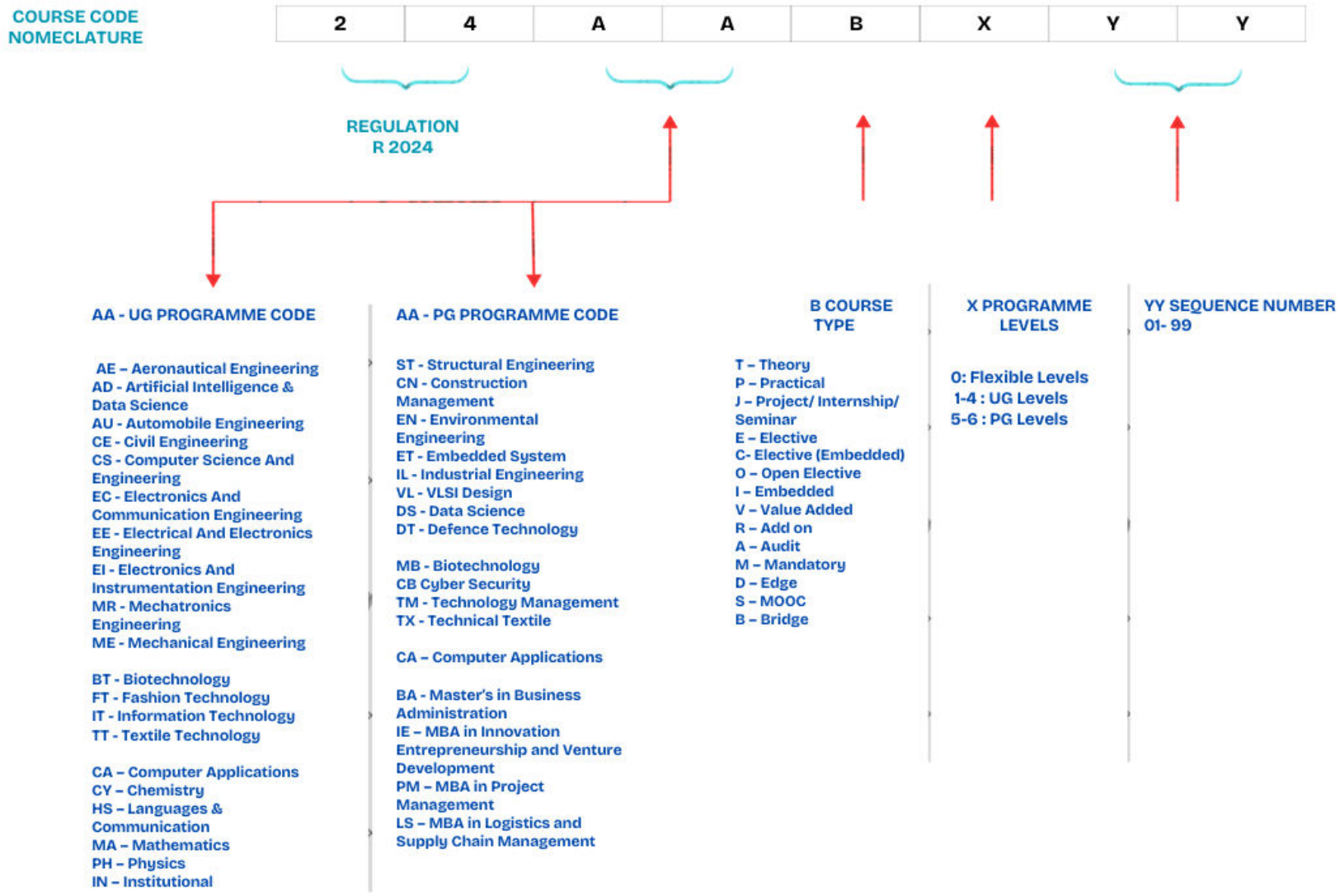

Figure 2: Course Code Nomenclature

7. COURSE REGISTRATION AND ATTENDANCE REQUIREMENTS

7.1 COURSE CODES

Each course is denoted by a unique code consisting of eight alphanumeric symbols as shown in Figure 2.

7.2 REGISTRATION PROCESS

i. Course registration ensures the record of a student's course enrolment for his/her programme of study.

ii. Every student, on admission, shall be assigned to a Mentor who shall advise and guide on the choice of courses and in general the details of the academic programme.

iii. Every student is required to finalize the registration process through the web-based system, during the specified time window.

iv. Schedule of registration of the courses will be intimated to the students through a common circular and/or through the Academic Calendar hosted on the website.

v. The course registration/enrollment for the courses from semester II to VIII (additional courses for Honours/Minor) will commence 5 working days prior to the commencement of the succeeding semester.

vi. The course registration/enrollment for Honours/Minor shall be done separately.

vii. From semester II to VIII, the student can add/drop courses within 10 working days from the start of the semester concerned. The total number of credits that a student can add/drop in a semester is limited to 8 credits.

viii. The maximum number of credits enrolled in a semester (including Honours/Minor) shall not exceed 36.

ix. The professional elective courses may be listed in the curriculum as verticals (specialized groups). A student can choose professional electives from any of the verticals offered in each semester by the department.

x. The student who opted for Honours/Minor shall enroll for the prescribed courses.

xi. For an elective course to be offered, the minimum number of students to be enrolled shall be 10, but for Honours/Minor, the electives may be offered with no minimum limits for the number of students.

xii. The students shall register for project work in the 7th & 8th semester (B.E./B.Tech) and 3rd and 4th semester (M.E./M.Tech/MCA) only.

xiii. A student can register for MOOC courses based on the availability of the offering platforms during the respective semesters.

7.3 ATTENDANCE REQUIREMENTS

i. A student is expected to maintain 100% attendance in all courses.

ii. The attendance requirement is calculated based on the required hours (L-T-P-J) specified in the curriculum as follows:

$$Percentage\ of\ Attendance = \left(\frac{actual\ no.of\ classes\ attended}{total\ no.of\ classes\ conducted}\right) x\ 100$$

iii. If a student secures attendance between 65% and 75% in any course in the particular semester due to medical reasons (hospitalization/accident/specific illness) or due to participation in the College/University/State/National/International level co-curricular and extra-curricular events with prior permission from the Head of the Department concerned/Head of the Institution, the student shall be given exemption from the prescribed attendance requirement and the student shall be permitted to appear for the SA I/ESE of that course.

iv. If a student has a shortage of attendance in all the registered courses of the particular semester as per curriculum, he/she would not be permitted to move to the higher semester and has to repeat the current semester in the subsequent year with DoTE approval.

v. If a student fails to secure the required attendance in the courses that are offered in the block teaching mode or mandatory non-credit courses are required to re-register and redo the same course/equivalent course under same category when offered next.

vi. The days of suspension for a student on disciplinary grounds will be considered as days of absence for calculating the percentage of attendance for each individual course.

vii. If a student registered under the Honours track is unable to secure the required attendance in a particular course of the track, has an option of withdrawing from the track.

7.4 REMEDIAL MEASURES FOR UNATTENDED SUMMATIVE ASSESSMENT

A student who has not appeared for a Summative Assessment (theory courses/component of embedded courses) shall be permitted to be eligible for retest only under the following conditions subject to DCC approval.

i. Absence due to prolonged illness of more than 7 working days or due to hospitalization (in-patient treatment).

ii. Absence due to death of immediate family members.

iii. Absence due to participation in NCC/NSS/NSO camps only.

iv. Absence due to participation in co-curricular and extra-curricular activities/events with prior approval from the institution.

For genuine cases recommended by DCC, retest for anyone of the missed Summative Assessment will be conducted.

8. TEACHING AND LEARNING

8.1 INSTRUCTIONAL APPROACHES

The institution is committed to integrate innovative teaching methodologies that promote active, student-centered learning. These methodologies are designed to foster critical thinking, practical application of knowledge and professional competency ensuring that teaching practices remain flexible, inclusive and contemporary.

i. The instructional approaches for each course shall be planned well in advance, discussed in the course committee meeting and documented in the course plan.
ii. The course plan must be circulated among the students during the start of the course in the semester.
iii. The course handling faculty and HoD must ensure the availability of course materials and other facilities before the start of the course.
iv. The course handling faculty have overall responsibility for successful delivery of the course work. The course faculty shall maintain the attendance and assessment records of the students for the courses handled.
v. Each course shall include active learning components, field visits, expert delivery by industry/academic on course topics and the same shall be reflected in the course plan.
vi. Class Committee Meetings (CCM) are conducted in stipulated time period to assess the quality of the academic and non-academic activities in a semester as a means of feedback mechanism.

8.1.1 TRADITIONAL CLASSROOM LECTURES

Faculty shall deliver the course content in a structured format within the classroom, facilitated with adequate audio/visual aids. The classroom lectures

shall be augmented with tutorial hours and assignments, where the students shall be engaged in self-learning mode.

8.1.2 Laboratory-Based Instruction

Laboratory-based instruction emphasizes on skill-based learning through practical mode substantiating the theoretical component of the course. The safety protocols and equipment handling adhering to the laboratory experiments shall be instructed to the students by the faculty and technical support staff during the first laboratory session.

8.1.3 Projects

Capstone and other academic projects form a critical component in integrating the theoretical leaning with real-world engineering challenges. Capstone projects, mark the culmination of a student's academic performance augmenting the knowledge and skills acquired throughout their course of study. Academic projects, include mini projects to research based learning, which aims in promoting employability and life-long learning. The students shall outline a clear framework on the problem statements and project execution through a project guide. Projects shall involve interdisciplinary collaboration, innovation and problem-solving skills reflective of industry practices.

8.1.4 Internships

Internships bridge the learning opportunities between the academic framework and professional practice. The students shall undertake mandatory internships during their semester vacations with prior approval. The internships shall be in any of the reputed national /international /industry /research/ academic organizations. The internship coordinator(s) shall co-ordinate with the departments to facilitate the suitability of internships.

8.1.5 Micro-credential Courses

Micro-credential courses are designed to enhance curriculum and acquire specific competencies to align with the current industry needs and emerging technological trends. These courses can be developed in consultation with industry partners to ensure content relevance and rigor.

8.1.6 Flipped Classroom

The flipped classroom approach encourages students to engage with foundational learning content outside the classroom, while in-class time is dedicated to interactive activities such as problem-solving, discussions, and collaborative projects that expand upon the pre-assigned material. These learner-centered strategies shall be integrated into the course plan appropriately.

8.1.7 Problem-Based Learning (PrBL)

PrBL is a student-centered instructional approach that engages learners to explore real-world engineering scenarios to stimulate critical thinking and practical application of theoretical concepts. Through guided and collaborative learning, students shall build-in the competencies and skills in their professional fields.

8.1.8 Project-Based Learning (PBL)

PBL is a pedagogical approach spread over a semester, that simulate real-world engineering tasks integrated into the course delivery to bridge theory and practice. These learning approaches foster students to investigate complex problems, design practical solutions and demonstrate their learning through tangible outcomes.

8.1.9 Collaborative Learning

Course handling faculty can incorporate group activities and peer-to-peer learning sessions to foster teamwork and mutual learning. To ensure effective collaboration, Individual roles and responsibilities of the group tasks with defined rubrics shall be communicated to the students.

8.1.10 Online and Hybrid Learning

Course delivery shall leverage MOOC and other digital platforms to ensure flexible learning. Hybrid learning approaches shall effectively integrate online and face-to-face classroom sessions to maintain continuity of instruction. These modalities combine the strengths of virtual instruction, creating dynamic and adaptable learning environments suited to diverse student needs.

8.1.11 Experiential Learning

Experiential learning is a learner-centric approach that ensures active learning engagement and acquisition of skills. The students are exposed to such learning through different modes including laboratory sessions and internships, field work and projects, study abroad and immersion programmes through appropriate assessment and credits.

8.1.12 Gamification and Simulation-Based Learning

These learning skills shall be adopted to engage the students through quizzes, interactive challenges, simulations and other supplementary tools to recreate real-world engineering scenarios in a controlled environment. The gamification and simulation support the students to attain the learning objectives without compromising the depth and rigor of the instructional content.

8.1.13 Competitions/Hackathons

The students are encouraged to participate in intra/inter disciplinary competitions and hackathons organized under various levels to promote innovation, teamwork and real-world problems, complementing the formal curriculum. These events shall be aligned with the learning objectives of the program and participation may be recognized through certificates and appropriate credit(s) may be awarded through suitable assessments.

8.1.14 Comprehension

Comprehensive courses are intended to provide an in-depth exploration of the fundamental concepts covering multiple courses or course modules in a curriculum. Faculty shall clearly outline the scope and objectives of the course, ensuring that the course assesses a holistic understanding of the discipline.

8.1.15 Self Study Course

Self-study courses allow students to engage in self-directed learning under the guidance of a faculty expertise in the domain. The course objectives, timelines and deliverables must be established at the outset, with regular progress reviews by the course faculty (in addition to scheduled Summative and Formative assessments) with prior approval to ensure academic rigor and attaining the respective course outcomes.

8.1.16 Industry-Driven Course

Industry-driven courses are developed in collaboration with industry experts to ensure the relevance of the content to professional standards and the current industry practices. Such courses shall incorporate practical insights, case studies, direct input from industry practitioners, thereby maintaining academic

integrity and depth. Course assessments shall be co-designed by the course faculty and industry expert(s).

8.1.17 TECHNICAL SEMINAR

As part of the academic curriculum, the technical seminar serves as a platform for students to explore independent investigation, analyze and articulate technical advancements in their field of study with appropriate rubrics and assessment.

8.1.18 VALUE ADDED COURSES

Value added courses are non-credit courses designed to supplement the core curriculum. These courses shall address topics under emerging trends, technological advancements, and interdisciplinary knowledge areas that go beyond the core syllabus. Such courses encourage the students to develop their soft skills, professional competencies and interdisciplinary perspectives. Practical training, certifications and exposure to real-world applications empower the students to stay competitive in the evolving educational landscape. On successful completion of the course, the course name shall be imprinted in the grade sheet, which may not be considered for CGPA.

8.1.19 AUDIT COURSE

The Courses offered under this category may/may not be a part of any regular academic curriculum. A student shall register for a audit course under the following criteria:

i. A Student shall enroll in an audit course offered in the same/other programmes up to a maximum limit of 8 credits in their entire duration of study limited to a maximum of 4 credits in a particular semester.

ii. A Student have to satisfy minimum mandatory attendance requirements and earn continuous internal assessment marks.

iii. A Student with 7.5 CGPA and above with no standing arrears at the time of registration are eligible to enroll.

iv. A Student upon successful completion of audit courses will be included in the grade sheet as Pass "P" grade.

8.1.20 BLOCK-TEACHING

Block teaching refers to focused study throughout the day for the specified learning period (typically 15 to 30 hours) with appropriate assessment and credits. Block teaching mode will be able to facilitate the course delivery by Professor of Practice/Adjunct faculty/Industry/Subject experts from reputed academic/industrial organizations. The academic calendar shall designate the scheduled time period during which such courses shall be offered.

8.2 GUIDELINES FOR THE PROPER USAGE OF ARTIFICIAL INTELLIGENCE (AI) TOOLS IN THE TEACHING-LEARNING PROCESS

AI tools should enhance learning, not replacing critical thinking and originality. The use of AI must align with academic integrity and fairness.

8.2.1 PROPER USAGE OF AI TOOLS

i. Teaching and Learning Assistance: Clarification of concepts, brainstorming ideas, summarization, enhancing reference material.

ii. Research Assistance: Literature review, data analysis, and identifying sources (with human verification) not more than 5% similarities.

iii. Skill Development: Using AI to practice coding, engineering simulations, or problem-solving exercises.

iv. Faculty and students must acknowledge AI-generated content when used in any document prepared.

v. Faculty and students must cross-check AI-generated content for accuracy.

8.2.2 Prohibited Uses of AI in Academic Work

i. Submitting AI-generated content as original work (e.g., assignments, Project reports, research papers, AI generated code etc.).
ii. Plagiarism and Fabrication: AI-generated misinformation, fake citations, or automated paraphrasing to bypass plagiarism checks.

9. ASSESSMENTS

Assessments are conducted for all the courses at regular intervals with an intent to give learning-feedback to the students and facilitate improvements. It comprises of two components namely Continuous Assessment Marks (CAM) and End Semester Examination (ESE). The pattern of assessment shall be decided by the course handling faculty based on the course types.

9.1 Distribution of Assessment Marks

Table 8 presents the details of various types of courses and their assessment patterns. The mark distribution is dependent on the credit weightages of components of the courses such as Theory, Laboratory and Project.

Table 8: Break-up of Assessment Mark components

S.No	Course Type	Mark breakup								
		Continuous Assessment components (figures inside the brackets indicate total marks)						End Semester components (figures inside the brackets indicate total marks)		
		Theory component				Practical component/ Project			Practical component/ Project	
		Summative Assessment 1 (SA 1)	Summative Assessment 2 (SA 2)	Comprehensive Assessment (MCQ)	Formative Assessments (FA)	Execution and activity-based evaluation for each exp./viva (WB & VIVA)	Written Test (IA)*	Theory Component	Test/ Report	Presentation & Viva
1	Theory only (>1 credit)	12 (50)	12 (50)	6 (50)	10 (50)			60 (100)		
		40%						60%		
2	Theory only (1 credit) (L: T:P: J:**C**)1:0:0:0:**1**	30 (50)	30 (50)	15 (50)	25 (50)					
		100%								
3	Theory with Tutorial component (L: T:P: J:**C**) 1:1:0: 0:2**;** 2:1:0: 0:3 and 3:1:0: 0:4	12 (50)	12 (50)	6 (50)	10 (50)			60 (100)		
		40%						60%		
4	Lab/Project only (1 credit)					60 (100)	40 (100)			
						100%				
5	Lab/Project only (>1 credit)					36 (100)	24 (100)		30 (100)	10 (20)
						60%			40%	
6	Theory plus Lab/ Theory plus project (L: T:P: J:**C**)									
	Type 1 (1:0:2: 0:2)/ (1:0:0:2:**2**)	7.5 (50)	7.5 (50)	5 (50)	5 (50)	15 (50)	10 (50)		30 (100)	20 (20)
		25%				25%			50%	
	Type 2 (1:0:4: 0:3)/ (1:0:0: 4:3)	7.5 (50)	7.5 (50)	5 (50)	5 (50)	15 (50)	10 (50)		30 (100)	20 (20)
		25%				25%			50%	
	Type 3 (2:0:2: 0:3)/ (2:0:0: 2:3)	7.5 (50)	7.5 (50)	5 (50)	5 (50)	15 (50)	10 (50)	50 (100)		
		25%				25%		50%		
	Type 4 (3:0:2: 0:4)/ (3:0:0: 2:4)	7.5 (50)	7.5 (50)	5 (50)	5 (50)	15 (50)	10 (50)	50 (100)		
		25%				25%		50%		
	Type 5 (2:0:4: 0:4)/ (2:0:0: 4:4)	7.5 (50)	7.5 (50)	5 (50)	5 (50)	15 (50)	10 (50)	25 (100)	20 (100)	5 (10)
		25%				25%		25%	25%	

<table>
<tr><th rowspan="3">S.No</th><th rowspan="3">Course Type</th><th colspan="10">Mark breakup</th></tr>
<tr><th colspan="8">Continuous Assessment components
(figures inside the brackets indicate total marks)</th><th colspan="3">End Semester components
(figures inside the brackets indicate total marks)</th></tr>
<tr><th colspan="6">Theory component</th><th colspan="2">Practical component/ Project</th><th rowspan="2">Theory Component</th><th colspan="2">Practical component/ Project</th></tr>
<tr><th>Summative Assessment 1
(SA 1)</th><th>Summative Assessment 2
(SA 2)</th><th>Comprehensive Assessment
(MCQ)</th><th>Formative Assessments
(FA)</th><th>Execution and activity-based evaluation for each exp./viva
(WB & VIVA)</th><th>Written Test
(IA)*</th><th>Test/ Report</th><th>Presentation & Viva</th></tr>
<tr><td rowspan="10"></td><td rowspan="2">Type 6
(3:0:4: 0:5)/
(3:0:0: 4:5)</td><td>7.5 (50)</td><td>7.5 (50)</td><td>5 (50)</td><td>5 (50)</td><td>15 (50)</td><td>10 (50)</td><td>25 (100)</td><td>20 (100)</td><td>5 (10)</td></tr>
<tr><td colspan="4">25%</td><td colspan="2">25%</td><td>25%</td><td colspan="2">25%</td></tr>
<tr><td rowspan="2">Type 7
(1:1:2:0:3)/
(1:1:0:2:3)</td><td>7.5 (50)</td><td>7.5 (50)</td><td>5 (50)</td><td>5 (50)</td><td>15 (50)</td><td>10 (50)</td><td>50 (100)</td><td colspan="2" rowspan="4"></td></tr>
<tr><td colspan="4">25%</td><td colspan="2">25%</td><td>50%</td></tr>
<tr><td rowspan="2">Type 8
(2:1:2:0:4)/
(2:1:0:2:4)</td><td>7.5 (50)</td><td>7.5 (50)</td><td>5 (50)</td><td>5 (50)</td><td>15 (50)</td><td>10 (50)</td><td>50 (100)</td></tr>
<tr><td colspan="4">25%</td><td colspan="2">25%</td><td>50%</td></tr>
<tr><td rowspan="2">Type 9
(2:1:4:0:5)/
(2:1:0:4:5)</td><td>7.5 (50)</td><td>7.5 (50)</td><td>5 (50)</td><td>5 (50)</td><td>15 (50)</td><td>10 (50)</td><td>25 (100)</td><td>20 (100)</td><td>5 (10)</td></tr>
<tr><td colspan="4">25%</td><td colspan="2">25%</td><td>25%</td><td colspan="2">25%</td></tr>
<tr><td rowspan="2">Type 10
(1:0:6: 0:4)/
(1:0:0:6:4)</td><td>7.5 (50)</td><td>7.5 (50)</td><td>5 (50)</td><td>5 (50)</td><td>15 (50)</td><td>10 (50)</td><td rowspan="2"></td><td colspan="2">50 (100)</td></tr>
<tr><td colspan="4">25%</td><td colspan="2">25%</td><td colspan="2">50%</td></tr>
<tr><td>7</td><td>Capstone Project</td><td colspan="6" rowspan="2"></td><td>Review 1 – 10 (100)
Review 2 – 20 (100)
Review 3 – 30 (100)</td><td rowspan="2"></td><td>Internal – 10 (50)
External – 10 (50)</td><td>Internal – 10 (50)
External – 10 (50)</td></tr>
<tr><td>60%</td><td colspan="2">40%</td></tr>
<tr><td>8</td><td>Tamil Courses</td><td></td><td>25 (50)</td><td></td><td>25 (50)</td><td colspan="2" rowspan="2"></td><td>50 (100)</td><td colspan="2" rowspan="2"></td></tr>
<tr><td colspan="4">50%</td><td>50%</td></tr>
<tr><td>9</td><td>Value Added Course</td><td colspan="9">An appropriate assessment style as decided by the Industry Expert shall be made with BoS Approval, other appropriate selections as mentioned in the above, S. No. 1-5, depending on the definition of course type, the course assessment shall be carried out.</td></tr>
</table>

*Exceptions in the above listed patterns shall seek approval from BoS and Academic Council.

9.2 Assessment of Project Component

Project work and project components of embedded courses are assessed and evaluated as per Table 9 & 10.

9.2.1 Project with One Credit

Such courses will be evaluated on a continuous basis with two internal reviews and a report.

Table 9: Assessment of Project Component with one credit

Sl. No.	Description	Weightage
1	Review 1	25
2	Review 2	50
3	Project Report	25
	Total	**100**

9.2.2 Project with More Than One Credit

Such courses will be evaluated on a continuous basis with two internal reviews and a report and End semester examination.

Table 10: Assessment of Project Component with more than one credit

Sl. No.	Description	Weightage
i.	Review 1	25
ii.	Review 2	50
iii.	Project Report	25
	Total Marks	**100**
Continuous Assessment Marks		**60**
i.	End Semester Viva-voce	25
ii.	End Semester Report	75
	Total Marks	100
	End Semester Marks	**40**

9.3 CAPSTONE PROJECT WORK

For final year capstone Project Work out of 100 marks, the maximum mark for Continuous Assessment is 60 marks and that for the End Semester Examination (project report evaluation and viva-voce examination) is 40 marks (refer Table 8). Project work may be assigned to a single student or to a group of students not exceeding 3 per group, under the supervision of faculty guide(s).

9.4 INDUSTRIAL /RESEARCH INTERNSHIP

B.E./B.Tech and M.E./M.Tech/MCA: Students have to undergo mandatory training or internship during summer/winter vacation at Industry/Research organization/University/AICTE approved virtual internships (after due approval from the Mentor, Class advisor) as listed in the curriculum. Students can also travel to International Universities with the approval of International office, CoE, and DCC for Semester abroad (courses/Project/Research) courses; Summer schools; Short-term specialized courses/internships (2-6 weeks) or other specialized courses. Credits can be earned through International Exchange Programmes with proper prior approvals from the institution.

The credits are awarded as per AICTE's Internship policy as represented in Table 11. The assessment component of Industrial/Research Internship shall be distributed as shown in Table 12.

Table 11: Internship Credit details

Sl. No.	Duration Of Training/Internship	Credits
1	2 Weeks / ~45 hrs	1
2	4 Weeks / ~90 hrs	2
3	6 Weeks / ~135 hrs	3

Table 12: Internship Assessment

Sl. No.	Assessment components	Marks
1	Internship Report	40
2	Viva-voce	60
	Total marks	**100**

9.5 PASSING REQUIREMENTS FOR B.E./B.TECH/M.E./M.TECH/MCA

(i-a) A student is declared to have successfully passed a theory-based course (above one credit) if he/she has secured:

- A minimum of 45% marks in the end semester examinations.
- A minimum of 50% marks on combining both Continuous Assessment Marks (CAM) and End Semester Examination Marks (ESE).

(i-b) A student is declared to have successfully passed a theory-based course (one credit) if he/she has secured:

- A minimum of 50% marks in the Continuous Assessment Marks (CAM).

(ii -a) A student is declared to have successfully passed a practical/project-based course (one credit) if he/she has secured:

- A minimum of 50% marks in the Continuous Assessment Marks (CAM).

(ii -b) A student is declared to have successfully passed a practical/project-based course (more than one credit) if he/she has secured:

- A minimum of 45% marks in the end semester examination.
- A minimum of 50% marks on combining both Continuous Assessment Marks (CAM) and End Semester Examination Marks (ESE).

(iii-a) A student is declared to have successfully passed an embedded course (theory and lab components greater than one credit) if he/she has secured:

- A minimum of 45% marks in the theory and lab end semester examination.
- A minimum of 50% marks on combining both Continuous Assessment Marks (CAM) and End Semester Examination Marks (ESE).

(iii-b) A student is declared to have successfully passed an embedded course (theory and lab one credit each) if he/she has secured:

- A minimum of 45% marks in the lab end semester examination.
- A minimum of 50% marks in the theory Continuous Assessment Marks (CAM).
- A minimum of 50% marks on combining both Continuous Assessment Marks (CAM) and End Semester Examination Marks (ESE).

(iv) For a student who does not meet the minimum passing requirements, the term "U" against the course will be indicated in his/her grade sheet. He/she shall re-appear in the subsequent examinations for the course as arrear or re-register for the course when offered in the Summer/Winter track (refer Clause 6.6.1).

(v) For a student who is absent for end-semester theory/practical/project viva-voce, the term "U" will be indicated against the corresponding course. He/she shall reappear for the end semester examination of that course as arrear in the subsequent semester or when offered next (refer Clause 9.10).

(vi) The letter grade "WD" will be indicated for the courses for which the student has been granted authorized withdrawal (refer Clause 9.7).

(vii) From third attempt onwards if a student fails to obtain a pass mark (CAM + ESM), then the student shall be declared to have passed the examination if he/she secures a minimum of 50% marks prescribed for the end semester exam alone.

(viii) If a student fails in an embedded course, he/she has to reappear for both the theory and lab components.

(ix) For mandatory courses (non-credit), the student must satisfy the minimum attendance requirement & passing criteria as specified for the course as detailed in Clause (7.3).

(x) If a student secures a 'U' grade in mandatory courses/opens electives/micro credentials, then the student has to redo the course in the subsequent semesters/summer/winter tracks.

9.6 ARREAR REGISTRATION

i. If a student obtains a "U" grade (re-appearance grade) in a course, then the student has two options:
   a) The student has to register for the Summer/Winter track, attend the classes, satisfy the minimum attendance requirements, re-earn his/her CAM and then appear for the ESE.

   (OR)

   b) The student can retain the earned CAM during the regular semester and appear for the ESE as Arrear examination.

ii. From third attempt onwards if a student fails to obtain pass mark (CAM + ESE), then the student shall be declared to have passed the examination if he/she secures a minimum of 50% marks prescribed for the end semester exam alone.

iii. Course re-registration requires separate fee payment.

iv. If the student obtains an "F" grade in a mandatory non-credit course, he/she will re-register when it is offered next.

v. If a student obtains a "U" grade in a professional elective or an open elective, the student may register for the same or any other professional elective or open elective course respectively if and when offered next.

vi. If a student has completed the 8 semesters and has obtained "U" grade in one or more courses, he/she can register and appear for arrear examination directly whenever conducted next.

vii. A student who obtains "U" grade in a course that is evaluated through continuous assessment only, he/she shall re-register for the same in the subsequent semester and redo the course. In this case, the student shall

attend the classes and fulfil the attendance requirements and earn continuous assessment marks.

viii. The student who obtains U' grade in industrial training/internship shall attend the training/internship again and redo the course with the same organization or different organization with the approval of the DCC.

ix. If a student obtains a U grade in Capstone Project work, he/she shall do additional work within 45 calendar days from publishing results and appear for a make-up viva-voce exam and resubmit the thesis.

x. For students who are absent from the Capstone Project viva-voce exam and therefore secures a Fail grade shall appear for a make-up viva-voce exam and submit the thesis.

9.7 PROVISION FOR WITHDRAWAL FROM END SEMESTER EXAMINATION

i. A student may, for valid reasons, (medically unfit/unexpected family situations/sports/national/international events approved by Head of Institution) be granted permission to withdraw from appearing for the ESE in a course(s) in **ANY ONE** of the semester examinations during the entire duration of the degree programme.

ii. The application (available in the institution website) shall be sent to the Controller of Examinations through the Head of the Department, as approved by Head of Institution.

iii. Withdrawal application shall be valid only if the student is otherwise eligible to write the examination and if it is made either before the commencement of the end semester examination or within TEN working days after the commencement of the end semester examination in that course(s).

iv. Notwithstanding the requirement of mandatory TEN working days' notice, applications for withdrawal for special cases under extraordinary

conditions will be considered, based on the recommendations of the committee constituted by Head of Institution.

v. If a student withdraws a course from writing ESE, he/she shall register the same in the subsequent semester and appear for the ESE.

vi. Withdrawal shall not be considered as an appearance for deciding the eligibility of a student for First Class with Distinction (refer Table 16).

9.8 MALPRACTICE DURING ASSESSMENTS

Students indulging in any form of malpractice in either assignments, any of the CAM components, the internal examinations, the ESE or Project work are liable for punishment. An enquiry will be conducted by the Malpractice Committee to recommend appropriate punishment, as prescribed by the Office of the Controller of Examinations, from time to time.

9.9 AUTHORISED BREAK OF STUDY

i. A student is permitted to go on a break of study for a maximum period of one year as a single break during the entire course of study.

ii. A student shall apply for a break of study, before the commencement of SA I in a particular semester to the Head of the institution through the Head of the Department.

iii. Notwithstanding the requirement of (ii), applications for break of study for special cases viz., prolonged hospitalization, accidents will be considered on the merit of the case. The student shall apply to the Head of the institution through the Head of the Department.

iv. The student shall apply to the Head of the institution for re-joining the programme after availing break of study. He/She will be permitted to re-join the programme after receiving approval from DoTE.

v. The students permitted to re-join the programme shall be governed by the Curriculum and Regulations in force at the time of re-joining. DCC shall

prescribe additional/equivalent courses, if any, to meet the course completion requirements.

vi. The total period for completion of the programme reckoned from the commencement of the first semester to which the student was admitted shall not exceed the maximum period specified in Clause (6.1) irrespective of the period of break of study, in order that the student may be eligible for the award of the degree (refer Clause 14).

vii. If a student has not reported to the department for a period of one semester without any intimation, the student shall be considered as LONG ABSENT. Such a student is required to apply for re-admission, as per norms.

viii. If a student in Full-time mode wants to take up start-up/entrepreneurship during the period of study, he/she shall apply for break of study for one year only after getting approval from the Head of the Institution.

9.10 REDOING A COURSE

Redoing a course means re-registering for a course, attending all classes, fulfilling the attendance requirements, earning fresh Continuous Assessment marks and appearing for the ESE. A student has to redo a course as per the following conditions:

i. If a student is prevented from writing end semester examination of any core course due to lack of attendance, the student must register for that course again when offered next and redo the course.

ii. If a student is prevented from writing the end semester examination of any professional/open elective course due to lack of attendance, the student can opt to register for the same course again when offered next and redo the course, or he/she can opt to register for a different professional/open elective course when it is offered, attend the classes, fulfil the attendance requirements, secure CAM and appear for the ESE (if applicable).

iii. For Capstone project work, if a student fails to secure a pass mark (CAM + ESE), he/she shall do additional work within 45 calendar days from publishing of results and appear for a make-up viva-voce exam and resubmit the thesis.

iv. For those students who are absent from the viva-voce exam and therefore secures a Fail grade, shall appear for a make-up viva-voce exam and submit the thesis.

v. For those students who fail to meet the attendance requirements for the Project work and hence fails the course, he has to redo the course when offered next.

vi. A student who fails in a course that are evaluated through 100% continuous assessment, shall register for the same in the subsequent semester and redo the course. In this case, the student shall attend the classes and fulfil the attendance requirements and earn continuous assessment marks.

vii. A student who fails in industrial training/internship shall attend the training/internship again and redo the course with the same organization or different organization with the approval of the HOD.

9.11 Credit Transfer

The credit transfer process ensures a student earns academic credits by successfully completing externally offered courses (NPTEL, Internships, International University courses etc.) which can be mapped to professional elective, open elective or additional course credits in adherence to institutional guidelines listed below.

9.11.1 NPTEL / SWAYAM Courses

A student who registers and successfully completes Swayam/NPTEL MOOC and fulfils the passing criteria is eligible for credit transfer.

i. Students may opt for proctored SWAYAM/NPTEL MOOC courses. Departments will publish an approved list of courses for registering in MOOC.
ii. Successful completion awards credits as follows: 12-week courses receive 3 credits, 8-week courses receive 2 credits, and 4-week courses receive 1 credit.

Table 13: Credit equivalence of MOOC courses

S.No	No of weeks	Credits
1	4	1
2	8	2
3	12	3

iii. Students must register for the SWAYAM/NPTEL final exam and, upon passing, submit a request to the COE via their HODs, accompanied by the course syllabus and completion certificate.
iv. The HOD will convene a DCC to review the request and recommend credit mapping.

9.11.2 Other MOOC Courses

i. Students may opt for courses from approved online platforms (e.g., Coursera, edX, FutureLearn). Departments will publish a list of such approved courses for mapping.
ii. The duration and credit equivalence are shown in Table 13.
iii. CAM weightage will be mapped with course completion grades obtained and ESE will be conducted by the institution.

10. LETTER GRADES AND GRADING POLICY

10.1 RELATIVE GRADING

Relative grading will be applicable to only those students who have passed the course (Theory, Embedded), which has both CAM and ESE as per the passing requirements (refer Clause 9.5). The marks of the students who have passed shall be processed for relative grading. The software normalizes the results using Box-Cox transformation and computes the grade range for each course separately, awarding a grade to each student.

Table 14: Relative Grading – Letter Grades

Sl. No.	Letter Grade	Grade Points
1.	O (Outstanding)	10
2.	A+ (Excellent)	9
3.	A (Very Good)	8
4.	B+ (Good)	7
5.	B (Average)	6
6.	C (Satisfactory)	5
7.	U (Reappearance)	0
8.	SA (Reappearance due to Shortage of Attendance)	0
9.	WD (Withdrawal)	0
10.	P (Pass)	0
11.	F (Fail)	0

For relative grading to be applied the student strength for the course must be greater than 30. However, if the students' strength is less than or equal to 30 then, the absolute grading system is adopted for converting marks to grades (refer Table 14).

Relative Grading: For reporting the performance of a candidate, letter grades, each carrying a certain number of points, will be awarded as given in Table14.

10.2 ABSOLUTE GRADING

Absolute grading will be applicable for Laboratory/Project work/Internship/Seminar courses. In this grading, the performance of a candidate is reported as letter grades, each carrying certain number of points, will be awarded as per the mark range given in Table 15, based on the percentage of marks obtained by the candidate in each course.

Table 15: Absolute Grading - Letter Grade and Mark range

Sl. No.	Range of marks	Letter Grade	Grade Points
1.	91 to 100	O (Outstanding)	10
2.	81 to 90	A+ (Excellent)	9
3.	71 to 80	A (Very Good)	8
4.	61 to 70	B+ (Good)	7
5.	56 to 60	B (Average)	6
6.	50 to 55	C (Satisfactory)	5
7.	<50	U (Reappearance)	0
8.	-	SA (Reappearance due to Shortage of Attendance)	0
9.	-	WD (Withdrawal)	0
10.	-	P (Pass)	0
11.	-	F (Fail)	0

A student is deemed to have passed and acquired the corresponding credits in a particular course if he/she obtains any one of the following grades: “O”, “A+”, “A”, “B+”, “B” C”. Reappearance registration is mandatory for that course for which “U”, “SA” is obtained. P and F grades are awarded in a course that the student opts to

audit. Pass (P) grade is awarded if the student meets attendance requirements as for other credit courses and he/she has obtained at least 50% marks in the CAM. If the stipulated requirements are not fulfilled, fail (F) grade is awarded. The grades obtained in an audit course are not considered in the calculation of SGPA/CGPA.

10.3 GRADING FOR NON-CREDITED MANDATORY COURSES

Mandatory Courses are courses that are required to be completed to fulfil the degree requirements (e.g., Indian Constitution). These courses will not be taken into consideration for SGPA/CGPA calculations. Each of these courses is assessed continuously for a total mark of 100 with 50% pass mark. Students who fail to pass this course are required to repeat the course, when offered next.

10.4 GRADE SHEET

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

i. The College Name and Affiliating University.
ii. The list of courses registered during the semester and the grades scored.
iii. The Semester Grade Point Average (SGPA) for the semester.
iv. The Cumulative Grade Point Average (CGPA) of all courses enrolled from first semester onwards.

On completion of a semester, each student is assigned a Semester Grade Point Average which is computed as below for all courses registered for, by the student during that semester.

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

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

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

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

where, C_i is the credit for each course in each of the completed semesters at that stage and GP_i is the grade point earned by the student for that course. The **CGPA** is rounded off to two decimals.

11. ELIGIBILITY FOR THE AWARD OF DEGREE

A student shall be declared to be eligible for the award of the B.E./B.Tech/M.E./M.Tech/MCA degree, provided the student has successfully gained the required number of total credits as specified in the curriculum corresponding to the programme of study within the stipulated time.

i. For B.E./B.Tech - Successfully completed the course requirements and has passed all the prescribed examinations in all the eight semesters (six semesters for lateral-entry) within a maximum period of 7 years (6 years for lateral-entry) reckoned from the commencement of the first semester to which the candidate was admitted.
ii. For M.E./M.Tech/MCA - Successfully completed the course requirements and has passed all the prescribed examinations in all the four semesters within a maximum period of 4 years for full time reckoned from the commencement of the first semester to which the candidate was admitted.
iii. No disciplinary action pending against him/her.

12. CLASSIFICATION OF DEGREE- B.E./B.Tech

The degree shall be awarded to the eligible students in accordance with the criteria established by the University. Currently followed criteria and classification are given below.

12.1 First Class with Distinction

A student who satisfies the following conditions shall be declared to have passed the examination in **First Class with Distinction** (refer Table 16).

12.2 First Class

A student who satisfies the following conditions shall be declared to have passed the examination in **First Class** (refer Table 17).

12.3 Second Class

Students who pursue B.E./B.Tech in regular mode or lateral entry mode or B.E./B.Tech Minor with Specialisation in another discipline and who are not covered in Table 16 & 17, who qualify for the award of the degree (refer Clause 14) shall be declared to have passed the examination in **Second Class**.

13. CLASSIFICATION OF DEGREE- M.E./M.Tech/MCA

13.1 First Class with Distinction

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

i. Should have passed the examination in all the courses of all the four semesters in the student's First Appearance within three years, which includes authorised break of study of one year (if availed). Withdrawal from examination will not be considered as an appearance.

ii. Should have secured a CGPA of not less than 8.50.

iii. Should NOT have been prevented from writing end Semester examination due to lack of attendance in any of the courses.

13.2 First Class

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

i. Should have passed the examination in all the courses of all four semesters within three years, which includes one year of authorized break of study (if availed) or prevention from writing the End Semester Examination due to lack of attendance (if applicable).

ii. Should have secured a CGPA of not less than 6.50.

13.3 Second Class

All other students (not covered in Clauses 13.1 and 13.2) who qualify for the award of the degree (refer Clause 14) shall be declared to have passed the examination in Second Class.

A student who is absent in End Semester Examination in a course/project work after having registered for the same shall be considered to have appeared in that examination (except approved withdrawal from end semester examinations as per Clause 9.7) for the purpose of classification.

Table 16: Classification for the award of the B.E./B. Tech degree in First class with Distinction

Degree	Duration of programme	Duration permitted	Additional credits above the requirement of curriculum	CGPA	Pass in	Break of study included in the duration permitted	Prevention to write end semester examination	Withdrawal from writing end semester examination
Regular	4 years	5 years	-	8.50	First attempt	1-year	Not permitted	Will not be considered as an attempt
Lateral Entry	3 years	4 years	-	8.50	First attempt	1-year	Not permitted	Will not be considered as an attempt
Honours	3/4 years (Lateral entry, Regular respectively)	4/5 years (Lateral entry, Regular respectively)	18 credits from more than one vertical of the same programme	8.50	First attempt	1-year	Not permitted	Will not be considered as an attempt
Minor	3/4 years (Lateral entry, Regular respectively)	4/5 years (Lateral entry, Regular respectively)	18 credits from any one vertical of other programme	8.50	First attempt	1-year	Not permitted	Will not be considered as an attempt

Table 17: Classification for the award of the B.E./B. Tech degree with First class

Degree	Duration of programme	Duration permitted	Additional credits above the requirement of curriculum	CGPA	Pass in	Break of study included in the duration permitted	Prevention to write end semester examination	Withdrawal from writing end semester examination
Regular	4 years	5 years	-	6.50	-	1-year	Included in the duration permitted	Will not be considered as an attempt
Lateral Entry	3 years	4 years	-	6.50	-	1-year	Included in the duration permitted	Will not be considered as an attempt
Honours	3/4 years (Lateral entry, Regular respectively)	4/5 years (Lateral entry, Regular respectively)	18 credits from any one vertical of same programme	7.50	First attempt	1-year	Not permitted	Will not be considered as an attempt
Minor	3/4 years (Lateral entry, Regular respectively)	4/5 years (Lateral entry, Regular respectively)	18 credits from any one vertical of other programme	6.50	-	1-year	Included in the duration permitted	Will not be considered as an attempt

14. AWARD OF DEGREE

The Academic Council of the institution will approve the award of Degree to all eligible students. The degree will be issued by the University, Chennai and the consolidated Grade Sheet will be issued by the institution. The consolidated grade sheet will specify any specializations and distinctions that the student has earned during the course of the study.

15. MENTORING AND SUPPORT SYSTEMS

15.1 CLASS ADVISOR/FACULTY ADVISOR

The Head of the Department will allot one faculty member to be the Class advisor for a particular class of students throughout their period of study. The roles and responsibilities of Class advisor are as follows:

i. Shall help the students in planning their courses of study and for general advice on the academic programme including attendance and disciplinary action and to counsel them accordingly along with the respective mentors, DCC, HoD and any other co-ordinators of concern.
ii. Shall advise the students in registration and reappearance (Arrear) registration of courses, authorize the process, monitor their attendance and progress and counsel them periodically.
iii. Shall motivate and closely monitor the general performance, motivate and mentor the students.
iv. Shall inform the students about the various facilities and activities available to enhance the student's curricular, co-curricular activities and extra-curricular activities.
v. Shall build a strong alumni base for the institution by maintaining a meaningful rapport with students and parents assisting the alumni and PTA co-ordinators.

vi. Shall maintain all important and appropriate documents, records and database of the students for reference/inspection by all committees through the respective mentors.

vii. Shall also play the role of Mentor for a set of 20 students (maximum) in the class allotted to him or her.

15.2 MENTOR

To facilitate the students' progress and welfare, the Head of the Department will allocate a fixed number of students to the teaching faculty of the department who shall function as Mentor for them throughout their period of study. Each mentor will have a maximum of 20 students allotted to him/her. The mentors shall co-ordinate with the class advisor in communicating information and circulars. The responsibilities of the mentor are:

i. Shall advise students in course registration, monitor their attendance and academic performance and counsel them periodically.

ii. Shall advise the mentee about the academic programme and counsel him/her on the number and nature of courses to be registered in the ensuing semester, considering the academic background and career objectives of the mentee.

iii. Shall discuss with or inform the parents about the progress of the student concerned.

iv. Shall guide students with arrears during the course registration process in the summer/winter track for pacing the programme.

v. Shall maintain an e-Record of each of his/her mentees, which shall contain information about the students' attendance, grades obtained in the End Semester Examinations, Continuous Assessment Tests, achievements if any in Curricular, Co-curricular and Extra-curricular activities, Medical History and disciplinary proceedings if any, taken against the student.

vi. Shall organize weekly meetings with their mentees in a semester, to keep track of their academic progress, any other updates and to solve grievances any and minute the same in the record.

vii. In any unique cases identified, based on the academics or disciplinary aspects, shall be informed to the concerned hierarchy and counsellor for corrective action.

viii. Shall organize one meeting with their respective mentees' parents in a semester in co-ordination with the respective committee and the class advisor.

15.3 CLASS COMMITTEE

The Class Committee shall comprise (i) all teachers handling the courses of a particular semester of a branch, (ii) four to six student representatives from the class/section concerned. One of the Senior Faculty Member, preferably not handling any subject to that class, nominated by the Head of the Department, shall coordinate the proceedings of the Committee. Class Committee Meeting (CCM) shall be conducted class-wise to assess the quality of the academic and non-academic activities. . During these meetings, the student members shall interact and express their opinions and suggestions on behalf of all the students to improve the teaching-learning process. Minutes of the Meeting shall be published in the Department Notice Boards concerned within 3 days of the meeting. Class Committee meetings will be conducted as given below and the minutes shall be submitted to the Academic Consultative Committee (ACC).

Table 18: Class Committee Meeting

Meeting 1	15 days before SA - 1
Meeting 2	One week before SA - 2

15.4 COURSE COMMITTEE

Any common course (theory/lab) offered to more than one section (or division)/programme of study (branch) shall have a Course Committee comprising all the faculty members teaching the course and one of them nominated (by HoD) as the Course Coordinator. The Course Committee will ensure preparation of the common question paper and uniformity in assessments and evaluation across the sections/branches. One faculty/same faculty member shall not be appointed as the Course Coordinator for two consecutive years. The Course Committee should meet at least 3 times in a semester, as given below, and the minutes shall be submitted to the Academic Consultative Committee (ACC).

Table 19: Course Committee Meeting

Meeting 1	One week before start of Academic semester
Meeting 2	One week before SA - 1
Meeting 3	One week before SA - 2

15.5 PREVENTION OF SEXUAL HARASSMENT (POSH)/INTERNAL COMPLIANCE COMMITTEE

POSH Cell is established to ensure a safe and secure working/studying environment for Girls and Women in the institute. More information about this cell can be accessed at the following link: https://kct.ac.in/internal-complaints-and-women-empowerment-committee/

15.6 SC / ST COMMITTEE

A separate cell is functioning in the Institution to safeguard the rights and privileges of the students, belonging to SC/ST category. This cell also informs the students about the various scholarships and fellowships and encourages them to apply relevant ones. More information about this cell can be accessed at the following link: https://kct.ac.in/wp-content/uploads/2024/11/SC_ST-Committee.pdf

15.7 Anti Ragging

The Institution is committed to prevent ragging in compliance with the UGC 2009 guidelines. Anti-raging committees and squads are constituted which are updated year-on-year https://kct.ac.in/anti-ragging-affidavit/.

15.8 Grievance Redressal

A structured Grievance Redressal Mechanism is established in compliance with AICTE guidelines to address grievances of faculty, staff, and students effectively and transparently. The Grievance Redressal Committee, chaired by the Head of the Institution, comprises Heads of Departments (male), two senior lady faculty members, and student representatives, ensuring diverse and inclusive representation. The committee investigates grievances impartially and recommends suitable measures to resolve them in a timely manner. With accessible and confidential channels for submitting complaints, this mechanism promotes trust, fairness, and a harmonious campus environment. For more details, visit: https://kct.ac.in/wp-content/uploads/2024/11/Student-GRC.pdf

15.9 Counselling

Counselling for personal well-being is yet another active forum in KCT where the student guidance process takes place in a one-to-one, and confidential environment. The counselor, who is highly empathetic assists the students in the areas of their need. Students find the discussions with the counsellor very useful as the sessions take care of the intentions of the students and motivates them accordingly. They are guided on different perspectives and with a non-judgemental attitude, thus leading them to find a solution on their own.
Link: https://kct.ac.in/office-of-student-affairs/

The Institution has collaborated with India's leading online emotional wellness platform, *Your Dost* that uses expert advice from 900+ Experts, with complete

privacy, confidentiality, and anonymity to deliver extended support to the learning community to ensure mental and emotional well-being. It is a supplement to the existing Counselling services offered within the campus. The students will get live support from the counsellors available online at any time of the day. They can seek help on stress, time management, confidence building, career coaching, relationships, sexual wellness, and much more. The experts can be virtually connected at www.yourdost.com 24/7, throughout the year.

15.10 CLUBS AND FORUMS

Institution has a wide range of clubs and forums, that serve as platforms for exploring passions, developing new skills and engaging with the community. These forums are categorized across diverse domains such as arts, literature, social service, technical innovation, fitness, and entrepreneurship, through which holistic development is encouraged, and leadership qualities are fostered. By being involved in these extracurricular activities, creativity, social responsibility and a spirit of collaboration are cultivated, equipping students to succeed in all aspects of life. For more details, visit: https://kct.ac.in/office-of-student-affairs/

16. DISCIPLINE

Every student is required to maintain discipline and decorous behaviour both inside and outside the college campus and not to indulge in any activity which will tarnish the reputation of the Institution / Department. For any acts of indiscipline, the Head of the Institution shall refer to the disciplinary committee enquiring into the acts of indiscipline and recommend appropriate action. The final decision will be taken based on the recommendations of the disciplinary committee, with the approval of the Head of the Institution.