



MRK INSTITUTE OF TECHNOLOGY

AN AUTONOMOUS INSTITUTION

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

KATTUMANNARKOIL- 608 301, CUDDALORE DISTRICT, TAMILNADU, INDIA

ACADEMIC REGULATIONS 2026

POSTGRADUATE PROGRAMMES (PG)

M.E. Programme (Full-Time)

Applicable to the students admitted in M.E. Programme, offered in MRK Institute of Technology (Autonomous), from the Academic year 2026– 2027

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1. Title

'These regulations shall be called as "**Academic Regulations 2026 (Autonomous)**". In short, they shall be referred to as "**AR2026-PG (Auto.)**".

2. Scope

2.1. The regulations provided herein shall apply to the students admitted to the Postgraduate (PG), M.E. Programmes offered in the Autonomous Institution from the Academic year 2026–2027.

2.2. These Regulations shall govern the academic, evaluation and other academic processes applicable to the students covered under Clause 2.1.

3. Definitions

3.1. '**Institution**' means **MRK Institute of Technology, Kattumannarkoil**, and an Autonomous Institution.

3.2. '**Choice-Based Credit System (CBCS)**' is a flexible system of learning that permits students to:

- a) Learn at their convenient pace.
- b) Choose courses from a wide range of elective courses offered by the departments.
- c) Adopt an inter / multi-disciplinary approach in learning.
- d) Make the best use of the expertise of available faculty.

3.3. '**Programme**' means the **Postgraduate (PG) Degree Programme** offered by the Institution.

3.4. '**Discipline**' means the branch / specialization of the **Postgraduate (PG) Degree Programme**.

3.5. "**Semester**" means a period of academic study as specified in the Academic Calendar of the Institution and shall ordinarily consist of not less than 90 working days, including the examination period, as prescribed by the Academic Council.

3.6. '**Course**' refers to a Theory / Laboratory integrated theory / Laboratory subject that is offered in a semester of the Programme.

3.7. '**Contact Hours**' means duration of Lecture, Tutorial, Practical or Project Work, as applicable.

3.8. The credit assigned to a course shall be as specified in the approved Curriculum, based on the prescribed contact hours and academic workload.



- 3.9. Continuous Assessment** means evaluation of the students' progress and performance in a course during a semester through various activities such as Assignments, Solution to application-oriented problems using software, Solving of GATE questions, Internal Examinations, Project, Models, Flipped Class, Seminar, Group Activity, Report Writing, Assignments, Quizzes, Presentations, Practical Works, Case Studies, Technology enabled services to community, etc. Importantly, the students shall complete all activities, as prescribed in the syllabus of the respective course to get the internal marks.
- 3.10. End Semester Examination** means an examination conducted for a course at the end of the semester to evaluate the student's overall learning attainments.
- 3.11. 'Faculty'** means a group of related Departments offering academic Programmes in the Institution.
- 3.12. "Bona fide Student"** means the student who is joined and on-roll in an Postgraduate Programme.
- 3.13. 'Head of the Department'** means Head of the Department concerned, offering the programme.
- 3.14. 'Head of the Institution'** means the Principal of Institute (Autonomous).
- 3.15. 'Disciplinary Committee'** means the committee constituted by the Head of the Institution to look after students' discipline.
- 3.16. 'Institute Academic Affairs Committee'** means the committee constituted by the Head of the Institution to look after academic and development activities of the Institute.
- 3.17. 'Chairperson'** means Head of the Faculty.
- 3.18. 'Controller of Examinations'** means the Officer of the Institution responsible for all activities related to examinations conducted by the Institution. **'Dean – Academic Affairs'** means the Officer of the Institution responsible for all activities related to academic regulations, curriculum, syllabi, academic schedule, academic programmes and other academic activities of the Institution, from time to time.
- 3.19. 'Academic Council'** means the principal academic body of the Institution responsible for the planning, supervision and regulation of teaching, learning and examinations, and for maintaining the academic standards of the Institution.
- 3.20. 'Governing Body'** means the apex governing body of the Institution responsible for the overall administration, governance and policy matters of the Institution.



4. Admissions, Mode of Study, Programmes offered

- 4.1. Candidates seeking admission to the first semester of any Postgraduate (PG) Degree Programme offered by MRK Institute of Technology (Autonomous) shall have passed the relevant Undergraduate (UG) Degree Examination or an equivalent qualification recognized by the competent authorities. The eligibility criteria, including qualifying marks and other requirements, shall be as prescribed by the Government of Tamil Nadu, AICTE and other competent statutory authorities, from time to time.
- 4.2. All students admitted provisionally or otherwise to any **Postgraduate Programme** shall submit a valid **Photo ID proof** issued by the State/Central Government, **Original Transfer Certificate** from the institution last studied, copies of **Grade/Mark Sheets of the qualifying examination**, and other relevant documents at the time of admission or by the last date prescribed by the Institution/competent authorities.
- 4.3. The admission of a student who fails to submit the prescribed documents within the date specified in **Clause 4.2**, or fails to meet any other stipulated requirement(s), shall be **cancelled by the Institution**. The Institution shall also have the right to cancel the admission of a student at a later stage, if the student is found to be **ineligible or unfit** at the time of admission, or is found to have furnished any **false information / certificates**, or suppressed any relevant information while seeking admission to the Postgraduate Programme. **The Postgraduate (P.G.) Programmes offered** by the Institution shall be as approved by the Academic Council and Governing Body of the Institution and in accordance with the norms of the competent statutory authorities, from time to time.

4.4. Modes of Study

Full-Time Mode:

Students admitted under 'Full-Time' should be available in the College / Institution during the entire duration of working hours (From Morning to Evening on Full-Time basis) for the curricular, co-curricular and extra-curricular activities assigned to them.

The Full-Time students should not attend any other Full-Time programme(s) / course(s) or take up any Full-Time job / Part-Time job in any Institution or Company during the period of the Full-Time programme. Violation of the above rules will result in cancellation of admission to the P.G. programme.



5. Programme Structure

5.1. Curriculum

Every Postgraduate (PG) Programme shall have a specific structure, known as the 'Curriculum', which prescribes the details of courses required for completion of the programme and specifies their sequence semester-wise. The Curriculum shall be approved by the Academic Council of the Institution.

5.2. Programme Duration

- (i). The duration of the Postgraduate (PG) Degree Programme shall be **TWO years (Four Semesters)** for a student admitted with the qualifications prescribed in **Clause 4.1** of these Regulations. The student shall successfully complete all the requirements prescribed in the **Curriculum and Regulations of the Institution** within the above-said duration of **TWO years**.
- (ii). The above-mentioned period in Clause 5.2(i) may be extended by **ONE additional year** for a student who is permitted to avail an authorized **Break of Study** or permitted to **drop courses**, as per the Regulations of the Institution.
- (iii). '**Programme Completion**' means that a student shall successfully complete all the courses prescribed in the respective Curriculum and fulfill all the academic requirements prescribed for the award of the Degree within the period specified in Clauses 5.2(i) and 5.2(ii).
- (iv). After Programme Completion, if a student has any **arrear course(s)**, the student shall be permitted to complete the same within a maximum period of **FOUR years** from the commencement of the first semester of the Programme.
- (v). In case a student is prevented from appearing in the **End Semester Examination** in all the courses of a semester due to shortage of attendance, the period of such prevention shall be treated as a **Break of Study**. In such a case, the total duration for completing the Programme, including all such prevention periods, shall **not exceed FOUR years** from the commencement of the first semester of the Programme.

5.3. Course Categories

Every **M.E. Programme** offered by **MRK Institute of Technology (Autonomous)** shall have a Curriculum consisting of **Theory and Practical Courses**, with prescribed syllabi categorized as follows:

I. Basic Science (BS):

Includes courses such as **Mathematics** and other relevant basic science courses as prescribed in the Curriculum.



II. Engineering Science (ES):

Includes courses related to engineering fundamentals and shall comprise the following categories:

General (G): Foundational courses intended to provide students with a broad-based understanding of engineering principles and concepts.

Programme Core (PC): Courses that are directly relevant to the respective M.E. discipline.

Programme Elective (PE): Specialized, advanced or supportive courses related to the respective discipline, selected from a prescribed pool of courses.

III. Open Elective (OE):

Elective courses selected from other disciplines to provide students with exposure to **interdisciplinary, multidisciplinary and transdisciplinary** fields.

IV. Self-Learning (SL):

Courses or learning activities selected by students to facilitate interaction with faculty, peers and industry experts and to develop the ability for **lifelong learning**.

V. Skill Development (SD)

Skill Development (SD) courses are offered to enhance the specific abilities, skills and competencies of students in academic and professional contexts.

VI. Value Added (VA)

Value Added (VA) courses are additional courses offered by the Institution beyond the prescribed Curriculum to enhance the knowledge, skills and competencies of students. Completion of such courses **shall not be mandatory for successful completion of the M.E. Programme**, unless specifically prescribed by the Institution.

VII. Off-Campus (OC)

Off-Campus (OC) courses are courses or learning activities undertaken by students through other recognized **Institutions, Universities, Industries or Organizations**, with the approval of the **Institution**, as per the applicable Regulations.

5.4. Medium of Instruction

The Medium of Instruction for all **M.E. Programmes** offered by the Institution shall be **English**.

5.5. Assignment of Credits

(i). Each course is assigned with credits with respect to contact hours as given in Table 1



Table 1 – Credits for Contact Hour(s)

Contact Hour	Credits
1 Lecture Hour	1
1 Tutorial Hour	1
1 Laboratory Hour	#

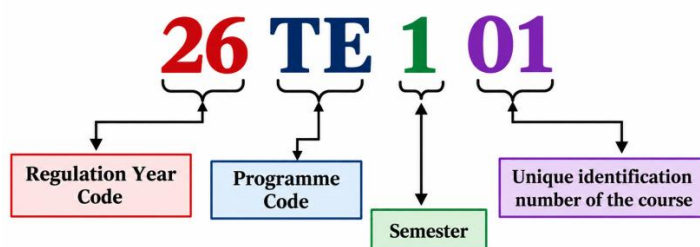
(ii). ONE credit is assigned to ‘Industrial training / Internship’ for every ‘TWO WEEKS’ duration.

(iii). ONE credit is assigned to ‘SWAYAM / NPTEL’ courses for every ‘FOUR WEEKS’ duration.

#Credit for Laboratory Courses shall be as prescribed in the respective curriculum.

5.6. Course Code

Each course offered under the **M.E. Programmes** shall be assigned a unique course code consisting of **two alphabets followed by five numerals**. The first two numerals shall denote the **Regulation Year/Code**, the next two alphabets shall denote the **Programme Code**, the fifth character shall denote the **Semester**, and the last two numerals shall denote the **unique identification number of the course**. The course coding system shall be approved by the **Academic Council of the Institution**.



For example, the course code **26TE101** represents:

- **26** → Regulation Year Code (2026)
- **TE** → Programme Code (**T**hermal **E**ngineering)
- **1** → Semester (I Semester)
- **01** → Unique Identification Number of the Course

The course-code conventions for different categories shall be:

➤ **For Engineering Science – Programme Core (ES–PC) courses**, the third numeral denoting the **Semester** shall be designated as **1, 2, 3 or 4**, corresponding to the respective semester.

➤ **For Engineering Science – Programme Elective (ES–PE) courses**, the third numeral denoting the **Semester** shall be designated as **0**.



- **For Open Elective (OE) courses**, the third numeral denoting the **Semester** shall be designated as **9**.
- **For common courses**, the third character denoting the course category shall be designated as **‘C’**.
- **For Skill Development (SD) courses**, the course codes shall be assigned as prescribed in the **Curriculum approved by the Academic Council of the Institution**.

Example:

26TE101 → **26** (Regulation Year) + **TE** (Thermal Engineering) + **1** (Semester I) + **01** (Course Number).

6. Academic Calendar

The dates of all academic activities including course registration, commencement and completion of classes, examinations, supplementary examinations and vacations shall be published in the **Academic Calendar** for every semester. The Academic Calendar for each semester shall be prepared and approved by the **Academic Council of the Institution** and shall be made available on the **Institution website**.

7. Mentoring & Statutory Support for Students

7.1 Faculty Advisor

Each Department of the Institution shall have a **Faculty Advisor system**, wherein a faculty member shall be assigned to look after the academic progress and general welfare of a group of students, as prescribed by the Institution. The Faculty Advisor shall provide necessary guidance and support to students in academic matters and, wherever necessary, in other matters.

Students are expected to consult the Faculty Advisor regarding their **academic performance, course selection and other academic matters**.

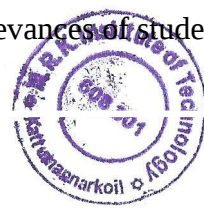
The roles and responsibilities of the Faculty Advisor shall include:

- Provide students with relevant information regarding the **academic system, curriculum and regulations of the Institution**, particularly at the beginning of the Programme.
- Review the courses already completed and those offered in the upcoming semester.
- Guide students in appropriate **course selection**.
- Act as a liaison between students and course instructors on academic matters.
- Review the **academic progress** of students at least once in every semester.
- Identify students whose academic performance is deteriorating and discuss with them to suggest appropriate **improvement measures and support**.
- Provide information regarding **scholarships, placement, co-curricular and extra-curricular activities**.
- Maintain appropriate records of **student mentoring and academic counselling** as prescribed by the Institution.

7.2. Grievance Cell

The Institution shall constitute a Student Grievance Committee under the Chairpersonship of the Head of the Institution to address the academic and non-academic grievances of students.

The Committee shall comprise the following:



Head of the Institution – Chairperson

Faculty Representatives – Three faculty members from different Departments, preferably in the cadre of Professor / Associate Professor, of whom at least one shall be a woman faculty member.

Student Representatives – Two students, preferably from senior semesters, of whom one shall be a woman student.

Member Secretary – A faculty member nominated by the Head of the Institution to coordinate the activities of the Grievance Cell.

Students may approach the Committee for the redressal of their academic and non-academic grievances. The Committee shall be constituted by the Head of the Institution, and the tenure of the Faculty Representatives and Member Secretary shall ordinarily be one academic year, subject to reconstitution as per the requirements of the Institution and applicable statutory regulations.

7.3. Guidance & Counselling Cell

The Institution shall have a dedicated **Guidance and Counselling Cell** to provide guidance and counselling to students in academic, personal and other matters. The Cell may comprise **Counsellors, Faculty Representatives including Faculty Advisors, and Student Representatives**, as prescribed by the Institution. The Cell shall provide necessary support and advice to students and shall be constituted by the **Head of the Institution**.

7.4. Prevention of Sexual Harassment (POSH) Cell

The Institution shall establish a **Prevention of Sexual Harassment (POSH) Cell** in accordance with the applicable statutory regulations to ensure a **safe, secure and respectful working and learning environment** for all students and employees, particularly women. The POSH Cell shall receive and address complaints related to sexual harassment and undertake awareness and preventive activities as prescribed by the applicable regulations. The Cell shall be constituted and function in accordance with the **applicable statutory provisions and the policies of the Institution**.

7.5. SC / ST Cell

The Institution shall establish an **SC / ST Cell** to safeguard the rights and privileges of students belonging to the **SC / ST categories** and to provide necessary support and guidance.

The SC / ST Cell shall:

- Inform students about various **scholarships, fellowships and other financial assistance schemes** available to them.
- Encourage eligible students to apply for the relevant scholarships and fellowships.
- Provide necessary guidance and assistance regarding the available welfare schemes.
- Address and support the legitimate concerns of SC / ST students in accordance with the **applicable Government / statutory regulations and policies of the Institution**.

The SC / ST Cell shall function under the guidance of the **Head of the Institution** and shall be constituted as per the applicable regulations.



7.6. Institute Academic Affairs Committee (IAAC)

(i) The **Institute Academic Affairs Committee (IAAC)** shall function under the Chairpersonship of the **Head of the Institution**. The Committee shall be constituted by the Head of the Institution and shall comprise the following:

- **Head of the Institution – Chairperson**
- **Faculty Representatives – All Heads of the Departments**
- **Student Representatives – Two student representatives from each year, of whom one shall be a woman student.**
- **Member Secretary – A faculty member in the cadre of Professor / Associate Professor, nominated by the Head of the Institution.**

(ii) The first meeting of the IAAC shall be conducted within **SEVEN working days** from the commencement of the academic session. The second meeting shall be conducted after the first assessment period, and the third meeting shall be conducted at least **TEN working days before** the last date of the academic session.

(iii) The major responsibilities of the IAAC shall include:

- a) Addressing difficulties experienced by students in the classrooms and laboratories, if any.
- b) Analysing the academic performance of students after each assessment test and identifying suitable measures to improve their performance.
- c) Preparing and recording the **Minutes of the Meeting**.
- d) Communicating the minutes of each meeting to the faculty members, students and other stakeholders, as appropriate.
- e) Ensuring high standards of **academic integrity, transparency and quality** in academic activities.
- f) Identifying areas requiring academic support for students and recommending appropriate **remedial measures**.
- g) Bringing matters requiring institutional-level action to the notice of the **Head of the Institution / Academic Council** for necessary action.

8. Class Timings

The classes shall normally be scheduled from **09:00 AM to 04:30 PM**, with necessary recesses and a lunch break. Regular classes shall be conducted **five days a week, from Monday to Friday**. The course instructors may also schedule additional classes, examinations or academic activities with the prior approval of the **respective Head of the Department / Head of the Institution**.

9. Registration of Courses

9.1 Each student admitted to a Postgraduate (PG) Degree Programme shall register for the courses prescribed for the respective semester **before the commencement of each semester**, as per the **Academic Calendar of the Institution**. Course registration shall be an essential academic procedure for maintaining the student's enrolment and roll list.



9.2 Registration of courses shall be carried out through the **web-based system** within the dates prescribed in the Academic Calendar. The registration submitted by the student shall be considered **auto-approved**. The student shall be responsible for completing the registration process correctly and within the prescribed time. For any clarification, the student shall approach the **Head of the Department / Head of the Institution**.

9.3 A student shall **not re-register** for any course that has already been successfully completed, under any circumstances.

9.4 Students shall register for courses in a semester subject to the **maximum credit limit prescribed in the approved Curriculum of the Institution**. Courses for which the student has been **prevented from appearing in the End Semester Examination due to shortage of attendance** shall also be considered within the applicable credit limit.

9.5. Add / Drop of Courses

Students shall be permitted to **add or drop courses** through the online registration system during the period specified in the **Academic Calendar**. Each request for addition or dropping of courses shall be subject to the approval of the **Head of the Institution**, considering the prescribed prerequisites and other applicable requirements.

(i) A student may register for courses offered in an advanced semester with the prior approval of the **Head of the Institution**, subject to the availability of courses and fulfilment of the prescribed prerequisites.

(ii) Dropping of a course shall be permitted only within **SEVEN working days** from the commencement of the academic session. No request for dropping a course shall be entertained after the prescribed period.

9.6. PE / OE Course Replacement

If a student is unable to successfully complete a **Programme Elective (PE)** or **Open Elective (OE)** course in a particular semester, the student may be permitted to opt for an **alternative course** under the respective category in a subsequent semester, subject to the approval of the Institution and the applicable Curriculum.

9.7. Selection of PE Courses

A student may choose **Programme Elective (PE)** courses from one or more specialised **Streams**, as specified in the respective Curriculum. A PE or OE course shall be offered subject to the **minimum student strength prescribed by the Institution**.

9.8. Programme Elective Courses – Streams

Programme Elective (PE) courses shall be offered under specialised groups identified as **Streams**. Students shall select PE courses from the available Streams as specified in the respective Curriculum and subject to the prescribed requirements.

9.9. Additional Courses

Students may be permitted to register for **additional courses** beyond those prescribed in the respective Curriculum under the **PC / PE / OE** categories, with the prior permission of the **Head of the Institution**.

The credits earned through such additional courses shall be **indicated in the Grade Sheet but shall not be considered for the computation of CGPA**, subject to the applicable Regulations of the Institution.



9.10. Value-Added (VA) Courses

(i) Students may opt to register for **Value-Added (VA) Courses** offered by the Institution. The credits earned after successful completion of VA Courses shall be indicated in the **Grade Sheet**; however, such credits shall **not be considered for the computation of CGPA**. Students may also opt for VA Courses offered by other Departments of the Institution, with the prior permission of the **Head of the Institution / concerned Head of the Department**.

(ii) The syllabus, timetable and faculty details for conducting VA Courses shall be placed before the **Departmental Committee / appropriate academic committee** for recommendation. The committee shall be constituted by the **Head of the Institution** and may comprise:

1. **Head of the Department concerned – Chairperson**
2. **Professor / Associate Professor from the Parent Department**
3. **Professor / Associate Professor from an Allied Department, wherever applicable**
4. **Assistant Professor from the Parent Department**
5. **Faculty Advisor(s) of the class**

(iii) The recommendations of the Departmental Committee shall be submitted to the **Academic Council of the Institution** for approval within the prescribed period. Once approved, the VA Courses may be offered by the Institution and may also be made available to students of other Departments, subject to the approved regulations.

(iv) The results of VA Courses shall be indicated in the **Grade Sheet** only upon successful completion of the course. However, the credits earned through VA Courses shall **not be considered for the computation of CGPA**.

9.11. Off-Campus (OC) Courses

(i) Students may register for **Off-Campus (OC) Courses** offered in physical, online or hybrid mode by other recognized Institutions, Universities, Industries, Organizations or approved online learning platforms, with the prior permission of the **Head of the Institution**. Such courses shall normally be undertaken from the subsequent semester and shall be subject to prior approval, course equivalence and credit-transfer provisions of the Institution.

Repetition of courses already registered for or successfully completed shall not be permitted. **Post-facto approval shall not ordinarily be granted.**

(ii) Students may opt for OC Courses offered through the following sources, subject to approval by the Institution:

- a) **SWAYAM / NPTEL** or other recognized online learning platforms.
- b) **State / Central Government funded Universities or Institutions** recognized by the competent statutory authorities.
- c) **Recognized foreign Universities / Institutions**, preferably through an approved MoU, academic collaboration or student exchange arrangement.
- d) **Government Research Laboratories, R&D Institutions, Industries, Companies or Organizations**



relevant to the student's Programme and offering appropriate academic / technical learning opportunities.

(iii) The maximum number of OC Courses that a student may undergo and the maximum credits that may be earned through such courses shall be as prescribed in the **approved Curriculum and Regulations of the Institution**. The number of courses registered in a semester shall also be subject to the applicable **semester credit limit**.

(iv) Students may also undertake OC Courses at recognized **foreign Universities / Institutions** under approved student exchange or academic collaboration programmes. The number of courses, eligibility, equivalence and transfer of credits shall be governed by the **MoU, Learning Agreement and Regulations of the Institution**. On successful completion, the credits earned shall be transferred subject to approval by the competent academic authority of the Institution.

(v) A **Coordinator / Single Point of Contact (SPoC)** may be nominated by the **Head of the Institution** for coordinating activities related to OC Courses.

(vi) Advancement of courses, wherever applicable, shall be permitted as per the provisions of **Clause 9.5** and subject to the approval of the Institution.

Important Autonomous changes made

- **University → Institution**
- **Director, Centre for Academic Courses → Academic Council / Head of Institution**
- **Affiliated Institutions → Institution**
- **Anna University International Relations → Institution-approved MoU / exchange arrangement**
- **Fixed NIRF Top-25 / QS-500 conditions → recognized institutions as approved by the Institution**
- **Particular fixed 36-credit condition → approved Curriculum / Regulations**
- **Post-facto approval → not ordinarily permitted**

10. Attendance Criterion

10.1 Students shall be required to attend all classes regularly. The attendance of a student in each course shall be calculated as follows:

$$\% \text{ of Attendance} = (\text{Actual Number of Classes Attended} / \text{Total Number of Classes Conducted}) \times 100$$

10.2. The Institution mandates a **minimum overall attendance of 80%** in a semester. The overall attendance percentage shall be calculated based on the total number of periods attended by the student in all registered courses against the total number of periods conducted for all such courses.

$$\% \text{ of Overall Attendance} = (\text{Actual Number of Periods Attended in all Registered Courses (AP)} / \text{Total Number of Periods Conducted in all Registered Courses (TP)}) \times 100$$



10.3. Attendance Marks

Marks shall be awarded for the student's attendance in **each course** and shall be included in the **Continuous Assessment** as follows:

Attendance (%)	Marks
80 – 85%	1
86 – 90%	2
91 – 95%	3
Above 95%	5

The marks secured by a student for attendance shall be included in the **Continuous Assessment** of the respective course based on the percentage of attendance secured in that course.

10.4. Attendance Relaxation on Medical Grounds

If a student is unable to attend classes due to genuine medical reasons, the student shall submit a valid **Medical Certificate** to the **Head of the Institution** within **five working days** from the date of reporting back to the Institution.

A student who is unable to secure the prescribed **80% attendance**, but has secured a minimum of **70% attendance**, may be considered for attendance relaxation on medical grounds, subject to verification of the Medical Certificate and approval of the **Head of the Institution**, as per the Regulations of the Institution.

For approved medical emergencies, the period of absence may be excluded while calculating the overall attendance, as prescribed by the Institution.

The overall attendance shall be calculated as:

$$\text{Overall Attendance (\%)} = \text{AP} / (\text{TP} - \text{MEP}) \times 100$$

Where:

- **AP** = Actual number of periods attended
- **TP** = Total number of periods conducted
- **MEP** = Number of periods permitted as Medical Emergency Period

A student shall be eligible to appear for the **End Semester Examination** subject to satisfying the prescribed attendance requirements of the Institution.

10.5. Late Submission of Medical Certificate

Under no circumstances shall a Medical Certificate submitted after the due date specified in Clause 10.4 be accepted. In such cases, the attendance of the student shall be calculated as per Clause 10.1.

10.6. Attendance Shortage

A student shall be **prevented from appearing in the End Semester Examination** in all the courses registered in a semester if the overall attendance secured is **less than 80%**.

Such a student shall not be permitted to proceed to the next semester. The student shall be permitted to **re-join the same semester in the subsequent academic year** and undergo the prescribed courses, subject to the Regulations of the Institution.



In case of changes in the Curriculum or Regulations, the **Academic Council / competent academic authority of the Institution** shall prescribe the necessary addition, deletion or substitution of courses, if required.

10.7. On-Duty (OD) Attendance

Students shall obtain prior approval from the **Head of the Institution / concerned Head of the Department** for participating in campus recruitment, seminars, project work, internships, co-curricular and extra-curricular activities.

Only activities approved in advance shall be considered as **On-Duty (OD)** for attendance purposes.

Students may be permitted to avail OD up to **10% of the total working days in a semester**, subject to the Regulations of the Institution.

Students representing the **Institution at State / National / International level sports activities** may be granted OD beyond the above 10% limit with prior approval of the **Head of the Institution**, subject to applicable regulations.

The Institution may conduct **additional classes** for such students, wherever necessary, to enable them to satisfy the prescribed attendance requirement for appearing in the End Semester Examination.

10.8. Eligibility for End Semester Examination

The list of students **eligible and not eligible to appear for the End Semester Examination** shall be prepared and published by the **Controller of Examinations** within **THREE working days** from the last working day of the respective semester, based on the prescribed attendance and other eligibility requirements.

10.9. Course Withdrawal

A student who is eligible to appear for the End Semester Examination may be permitted to **withdraw from a course for genuine reasons**, subject to the prior approval of the **Head of the Institution** and the applicable Regulations.

In case of a genuine **medical emergency**, post-facto approval may be considered based on appropriate supporting documents and prior intimation from the student / parent / guardian, subject to the approval of the Head of the Institution.

A student who withdraws from a course shall be required to appear for the **End Semester Examination in the subsequent semester** in which the course is offered.

A withdrawn course shall not be treated as an attempt for the purpose of **classification of the degree**, subject to the applicable Regulations of the Institution.

For a course withdrawn in the **final semester**, a Supplementary / Special Examination may be conducted within the period prescribed by the **Controller of Examinations**, subject to the approval of the competent authority.



11. Break of Study

11.1. A student may be permitted to avail **ONE Break of Study** for a maximum period of **ONE year (Two consecutive semesters)** during the entire duration of the M.E. Programme, subject to genuine and bonafide reasons such as hospitalization, accident, specific medical reasons or other reasons approved by the Institution.

A student who has completed up to the **pre-final semester** may also be permitted to avail a Break of Study for a period of **SIX months (one semester)** for genuine reasons, subject to the approval of the **Head of the Institution**.

The student shall apply for Break of Study to the **Head of the Institution** through a written application / email, along with appropriate supporting documents, wherever applicable. The request shall be considered and approved by the competent authority of the Institution.

Break of Study shall **not be granted retrospectively**. Further, applications for Break of Study shall not be entertained after the publication of the **Prevention List** for the End Semester Examination.

The period of approved Break of Study shall be included while calculating the **maximum permissible period for completion of the Programme**, as prescribed under Clause 5.2.

11.2. A student who has been granted Break of Study shall be permitted to appear for the **End Semester Arrear Examinations** for the backlog courses, if any, during the period of Break of Study, subject to the rules and schedule prescribed by the **Controller of Examinations**.

Note: The provisions of Break of Study shall be applicable to **Full-Time M.E. Programmes**. Any relaxation or special consideration shall be subject to the approval of the **competent authority of the Institution** and applicable statutory regulations.

12. Unauthorised Absence

If a student does not report to the Institution for the entire duration of a semester without submitting a prior written request (hard copy or official email) for **Break of Study**, the absence shall be treated as **Unauthorised Absence**.

The **Head of the Institution** shall inform the student / parent / guardian regarding such unauthorised absence through official communication channels. In the interest of student welfare and natural justice, the student / parent / guardian shall be informed at least **three times periodically during the semester**.

If the student does not report or respond even after three such intimations, the case shall be placed before the **competent authority of the Institution** for appropriate action. After verification of the relevant records and due process, the admission of the student may be **cancelled as per the Regulations of the Institution and applicable statutory requirements**.

13. Re-joining the Programme

After the completion of the approved **Break of Study** period, the student shall be permitted to **re-join the Programme in the semester for which the Break of Study was granted**.

The student shall re-join the Programme within **TEN working days** from the commencement of the respective semester. Under no circumstances shall the prescribed period for re-joining be extended.



The **Regulations and Curriculum in force at the time of re-joining** shall be applicable to the student.

The student shall be required to undergo the prescribed courses of the respective semester. Appearance in the End Semester Examination for the courses of that semester after re-joining shall be treated as the **First Appearance**.

In case of any change in the Regulations or Curriculum during the period of Break of Study, the **Academic Council / competent academic authority of the Institution** shall determine the additional courses, equivalent courses or exemptions, wherever applicable.

Any course addition, exemption or other academic requirements arising due to changes in the Regulations or Curriculum shall be communicated to the student within **FIFTEEN working days** from the date of re-joining.

14. Disciplinary Proceedings

Students involved in serious offences such as **ragging, misconduct, misbehaviour or other acts of indiscipline** shall be subject to disciplinary proceedings as per the Regulations and policies of the Institution.

The **Disciplinary Committee** shall conduct a detailed enquiry into the reported incident, preferably within **SEVEN working days** from the date of cognizance of the incident, wherever practicable.

The Disciplinary Committee shall be constituted by the **Head of the Institution** and shall comprise:

1. **Head of the Institution** – Chairperson
2. **Head of the Department concerned** – Member 1
3. **Head of another Department** – Member 2
4. **Professor / Associate Professor from another Department** – Member 3
5. **Woman Professor / Associate Professor from another Department** – Member 4
6. **Faculty Advisor of the concerned student** – Member 5

The Committee shall submit its enquiry report and recommendations to the **Head of the Institution** for necessary action.

Where the recommended disciplinary action involves **suspension, debarring from examinations / academic activities, cancellation of admission or any other major penalty**, the matter shall be placed before the **competent authority / appropriate statutory committee of the Institution** for decision, as applicable. The student shall be given a **reasonable opportunity to present his/her explanation and defence** at appropriate stages of the enquiry, following the principles of **natural justice**. Disciplinary action shall be taken only after due enquiry and consideration of the facts and evidence.

15. Vacation

There shall normally be **two vacation periods** in an academic year, namely **Winter Vacation and Summer Vacation**, subject to the academic requirements of the Institution.

The duration and dates of the vacations shall be specified in the **Academic Calendar approved by the**



Academic Council of the Institution.**16. Teaching & Evaluation**

16.1 Each course shall be handled by a **Course Instructor** nominated by the Head of the Department concerned. The Course Instructor shall have overall responsibility for the effective conduct of the course, including course delivery, maintenance of attendance records, conduct of Continuous Assessment and maintenance of assessment records.

16.2 The academic performance of students shall be evaluated **semester-wise** through Continuous Assessment and End-Semester Examinations. For courses specifically approved by the **Academic Council**, evaluation may be carried out through Continuous Assessment only, as prescribed in the approved Curriculum and Syllabus.

16.3. Theory (T) Courses – Continuous Assessment

For **Theory (T) Courses**, the performance of students shall be evaluated through **Continuous Assessment and End Semester Examination**. The total marks shall be **100**, with **40% weightage for Continuous Assessment** and **60% weightage for the End Semester Examination**.

The **Continuous Assessment** shall comprise two Internal Assessments and course-related academic activities. The weightage shall be as follows:

Table 2 – Weightage for Continuous Assessment in Theory (T) Courses

Assessment – I	Assessment – II	Activities	Total
35%	35%	30%	100%

The **average of the marks obtained in Assessment–I and Assessment–II** shall be considered along with the prescribed course activities for determining the Continuous Assessment marks, as per the approved Curriculum and Regulations of **Institute (Autonomous)**.

Activities may include tutorials, assignments, group assignments, quizzes, seminars, presentations, case studies, or other academic activities prescribed in the respective course syllabus.

16.4. Laboratory Integrated Theory (LIT) Courses

For **Laboratory Integrated Theory (LIT) Courses**, evaluation shall be carried out through **Continuous Assessment and End Semester Examination**. Continuous Assessment shall have a **weightage of 50%**, and the End Semester Examination shall have a **weightage of 50%**.

(i) Continuous Assessment

Continuous Assessment shall comprise **two Internal Assessments (IEs) for the Theory component** and a minimum of **one Internal Assessment for the Practical component**. Each Internal Assessment shall include appropriate academic activities such as assignments, group assignments, quizzes, tutorials, presentations, etc., as prescribed in the respective course syllabus.



The Laboratory Practical component shall be assessed based on the student's **continuous laboratory performance, turn-to-turn evaluation and practical test / Mid-Term Practical Test**. The evaluation rubrics for the laboratory component shall be approved by the **Department Committee** at the beginning of the semester.

The weightage for Theory, Practical and Activities shall be as follows:

Table 3 – Weightage for Continuous Assessments in LIT Courses

S. No.	L-T-P	C	Continuous Assessments		
			Theory	Practical	Activities
1.	1-0-2	2	20%	20%	10%
2.	1-0-4	3	10%	30%	10%
3.	2-0-2	3	30%	10%	10%
4.	3-0-2	4	30%	10%	10%
5.	2-0-4	4	20%	20%	10%
6.	3-0-3	4.5	30%	10%	10%
7.	3-0-4	5	30%	10%	10%

Total Continuous Assessment = 50%

(ii) End Semester Examination

The End Semester Examination shall be conducted for **100 marks** with duration of **THREE hours**, with the Theory and Practical components carrying the weightage prescribed below.

Table 4 – Weightage for End Semester Examination in LIT Courses

S. No.	L-T-P	C	Theory	Practical
1	1-0-2	2	—	50%
2	1-0-4	3	—	50%
3	2-0-2	3	50%	—
4	3-0-2	4	50%	50%
5	2-0-4	4	40%	10%
6	3-0-4	5	40%	10%



16.5. Laboratory (L) Courses

For **Laboratory (L) Courses**, evaluation shall be carried out through **Continuous Assessment and End Semester Practical Examination**. Continuous Assessment shall have a **weightage of 60%**, and the End Semester Practical Examination shall have a **weightage of 40%**.

(i) Continuous Assessment

Continuous Assessment shall be based on the student's **turn-to-turn laboratory performance and supervision**, submission and evaluation of **observation records / laboratory records**, and other academic activities prescribed in the respective course syllabus.

The evaluation shall consider the student's:

- Practical performance and experimental work
- Observation / laboratory record
- Regularity and completion of experiments
- Course-related activities
- Technical understanding and application of concepts

Evaluation rubrics for each Laboratory Course shall be prepared by the **Course Instructor** and approved by the **Head of the Department** at the beginning of the semester.

Table 5 – Weightage for Continuous Assessment in Laboratory (L) Courses

Evaluation of Student's Work, Observation, Record, etc.	Activities
75%	25%
Total	100%

(ii) End Semester Practical Examination

The **End Semester Practical Examination** for Laboratory (L) Courses shall be conducted for a maximum of **100 marks**. The Practical Examination shall preferably be scheduled **before the commencement of the Theory End Semester Examinations** of the respective semester.

16.6. Project Work

For **M.E. Programmes**, evaluation of Project Work shall be carried out through **Continuous Assessment and End Semester Project Evaluation / Viva-Voce**. Continuous Assessment shall have a **weightage of 60%**, and the End Semester Project Evaluation shall have a **weightage of 40%**.

(i) Project Work – I and Project Work – II

The Project Work for the M.E. Programme shall consist of:

- **Project Work – I** – to be undertaken during **Semester III**
- **Project Work – II** – to be undertaken during **Semester IV**

Project Work–I shall form the foundation for Project Work–II, and the work shall be carried out as per the approved Project guidelines of the Institution.



(ii) Incomplete Project Work – I

If a student does not successfully complete **Project Work–I**, the student shall be permitted to re-register / undertake Project Work–I in the subsequent semester, subject to the approval of the **Head of the Department** and the Regulations of the Institution.

The student shall be permitted to register for **Project Work–II only after successful completion of Project Work–I**.

(iii) Project Supervisor

Project Work shall be carried out under the supervision and guidance of a **qualified faculty member / Project Supervisor** of the concerned Department.

A qualified Project Supervisor shall normally be a faculty member possessing:

1. A **Postgraduate Degree with relevant teaching / professional experience**, or
2. A **Ph.D. Degree** in the relevant discipline / area.

16.6.1. Project Work in Industry / Academic / Research Institutions

A student may be permitted to undertake **Project Work–II (M.E. Programme)** in a reputed **Industry, Academic Institution, Research Institution, Government Organization or R&D Centre** relevant to the Programme, subject to the prior approval of the **Head of the Institution** and the applicable Regulations of **Technology (Autonomous)**.

The Project Work shall normally be undertaken during the **final semester** for the period prescribed in the approved Curriculum and Academic Calendar of the Institution.

The student shall obtain prior approval from the **Head of the Department** and the **Head of the Institution** before commencing the project at an external organization.

The Project Work–II undertaken in an external organization **need not necessarily be a continuation of Project Work–I**, provided that the project is relevant to the Programme and is approved by the Department.

Such Project Work shall be jointly supervised by:

1. A **Faculty Supervisor** from the concerned Department of the Institution; and
2. An **Industry / Academic / Research Supervisor** from the host organization.

The student shall maintain regular communication with both supervisors and shall attend the **Project Review Committee meetings** as prescribed by the Institution. The student shall present the progress of the project during the scheduled reviews.

Where necessary, Project Review meetings may be conducted through **online mode** with the prior approval of the **Head of the Institution**. Proper records of such meetings, reviews and progress shall be maintained by the Department.

The final Project Work shall be evaluated as per the **approved Project Evaluation Scheme and Regulations of MRK Institute of Technology (Autonomous)**, including periodic reviews, project report, presentation and **End Semester Project Viva-Voce**.



16.6.2. Internship-cum-Project Work

A student selected for an **Internship-cum-Project Work** may undertake the internship and project work in an industry / organization relevant to the Programme, subject to the prior approval of the **Head of the Department and Head of the Institution**.

Upon receipt of confirmation regarding the internship, the **Head of the Department** shall nominate an **Internal Guide** and, wherever required, an **Internal Co-Guide** for monitoring the progress and successful completion of the Internship-cum-Project Work. The details of such students shall be submitted to the **Head of the Institution**.

a. Internal Guide:

The Internal Guide shall be a faculty member from the concerned Department. An Internal Co-Guide from another Department may also be nominated by the Head of the Department, based on the nature and requirements of the project.

b. External Guide:

The industry / host organization shall nominate an **External Guide / Industry Mentor**. The External Guide shall interact periodically with the Internal Guide / Co-Guide regarding the formulation, monitoring and completion of the project work.

The External Guide may participate in the **Project Review Committee** for evaluating the progress and performance of the student. The completion certificate / bonafide certificate for the Internship-cum-Project Work shall be duly certified by the authorized representatives of the host organization and the Institution, as applicable.

c. Confidentiality and Intellectual Property Rights:

Any confidential information, proprietary data or **Intellectual Property Rights (IPR)** related to the host organization shall be identified and discussed by the External Guide with the student and Internal Guide at the beginning of the Internship-cum-Project Work. The project objectives, scope and deliverables shall be finalized accordingly, subject to the confidentiality and IPR policies of the host organization and the Institution.

d. Guidance and Data Support:

The host organization shall provide adequate information, technical guidance and necessary data, wherever permissible, to enable the student / group of students to complete the Internship-cum-Project Work successfully. The Internal Guide shall monitor the progress periodically and ensure the academic quality of the project work.

e. Project Review:

Students undertaking Internship-cum-Project Work shall attend the prescribed **Project Review Committee meetings** as per the schedule notified by the Department. Reviews may be conducted in **physical / online / hybrid mode**, wherever appropriate, with the approval of the Head of the Institution.

The External Guide / Industry Mentor shall participate in the review, wherever feasible. Proper records of the review meetings and student progress shall be maintained by the Department.



f. Evaluation:

The evaluation of **Internship-cum-Project Work** shall be carried out as prescribed under **Clause 16.6 – Project Work**, including continuous assessment, project reviews, project report, presentation and End Semester Project Viva-Voce, as applicable.

16.7. Submission of Final Project Report

The **Final Project Report for Project Work–II** shall be submitted by the student within the period prescribed by the **Academic Calendar** of the Institution.

Project Work–I shall be completed and the prescribed report shall be submitted within the last working day of the respective semester, as specified in the Academic Calendar.

The final project report shall be submitted in the prescribed format and shall be duly certified by the **Project Supervisor and Head of the Department** before submission to the Department.

16.8. Evaluation of Project Work

(i) The evaluation of **Project Work–I and Project Work–II** for M.E. students shall be carried out independently in their respective semesters. Marks shall be awarded based on the weightages prescribed in this Regulation.

(ii) Project Work shall be evaluated through:

- Periodic Project Reviews
- Project Report / Thesis Evaluation
- Final Project Viva-Voce

The Project Review Committee shall be constituted by the **Head of the Department** with suitable faculty members / subject experts.

Table 6 – 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 / Project Report Evaluation		Viva-Voce	
			Guide	External Examiner	External Examiner	Internal Examiner
10%	20%	30%	10%	10%	10%	10%

The student shall submit the Project Report and defend the work before the duly constituted **Project Evaluation Committee / Viva-Voce Board**.

The Internal and External Examiners shall be nominated by the **Head of the Institution / Head of the Department**, as per the approved Regulations of the Institution.

The final Project Work mark shall be:

Continuous Assessment – 60% + End Semester Project Evaluation – 40% = 100%



16.9. Practical / Industrial Training / Summer Project**(i) Practical / Industrial Training / Summer Project**

Where prescribed in the approved Curriculum, students may undergo **Practical Training / Industrial Training / Summer Project** for a maximum period of **FOUR weeks** or as specified in the Curriculum.

The training shall be coordinated by the **Head of the Department** and the nominated Faculty Coordinator / Guide.

At the completion of the training, the student shall submit:

1. **Attendance / Completion Certificate** from the organization.
2. **Training / Project Report** in the prescribed format.
3. Any other supporting documents as specified by the Department.

The evaluation shall be carried out for **100 marks** by a Department Committee constituted by the **Head of the Department / Head of the Institution**.

The evaluation may include:

- Training attendance and discipline
- Technical work / performance
- Training report
- Presentation
- Viva-Voce

The marks shall be converted to the prescribed **course weightage** as specified in the approved Curriculum.

16.9. (ii) Technical Seminar / Seminar / Case Study

The **Technical Seminar / Seminar / Case Study** shall be treated as an **Internal Assessment Course** and shall be evaluated entirely through continuous internal assessment.

Every student shall make a minimum of **TWO presentations / seminars per semester**, wherever prescribed in the Curriculum.

A **three-member Evaluation Committee** shall be constituted by the Head of the Department / Head of the Institution, comprising:

1. **Course Coordinator**
2. **Faculty Expert – I**
3. **Faculty Expert – II**

Evaluation Pattern	
Component	Weightage
Seminar Paper / Report	40%
Presentation	40%
Response to Questions / Viva	20%
Total	100%



The marks awarded in the periodic evaluations shall be consolidated at the end of the semester and shall be considered as the **final internal marks** for the course.

16.10. Internship / Industrial Training

A student shall undergo **Internship / Industrial Training** for the duration prescribed in the approved Curriculum of the Programme. The internship / industrial training shall be undertaken in an industry / organization relevant to the student's discipline and may involve **Design, Fabrication, Production, Manufacturing, Testing, Research & Development, Services**, or other relevant professional activities.

Before commencement of the Internship / Industrial Training, the student shall obtain prior approval from the **Head of the Department**. The Department shall ensure that the proposed organization and training activities are relevant to the Programme.

On successful completion of the Internship / Industrial Training, the student shall submit:

1. **Internship / Industrial Training Report**
2. **Attendance / Completion Certificate** issued by the host organization
3. **Presentation and Viva-Voce** as prescribed by the Department.

Evaluation Committee

The evaluation shall be carried out by a committee constituted by the **Head of the Department**, comprising:

- **Three Faculty Members** from the concerned Department / relevant disciplines; and
- **One Industry Representative / Industry Expert**, wherever feasible.

One of the faculty members shall be nominated as the **Internship Coordinator**.

Table 7 – Weightage for Evaluation of Internship / Industrial Training

Report	Presentation	Viva-Voce	Total
40%	30%	30%	100%

The Viva-Voce evaluation shall include feedback / assessment from the **Industry Representative / Industry Mentor**, wherever applicable. If the Industry Representative is unable to attend the Viva-Voce physically, the evaluation may be obtained through **online mode / electronic communication**, with the approval of the Head of the Department.

The detailed evaluation criteria, internship duration, approval procedure and documentation requirements shall be prescribed by the **Department** and approved by the **Academic Council of Institute (Autonomous)**.

The final marks shall be awarded based on Report (40%) + Presentation (30%) + Viva-Voce (30%).



16.11. Mini-Project

The **Mini-Project** shall be an academic activity prescribed as part of the approved curriculum of the M.E. Programme. A student may undertake the Mini-Project individually or in a group, as specified by the Department, to apply theoretical, analytical, computational or experimental concepts to a relevant engineering problem.

The Mini-Project shall be carried out under the guidance of a **Faculty Supervisor** nominated by the **Head of the Department**.

Evaluation Committee

A **three-member Mini-Project Review Committee** shall be constituted by the Head of the Department, comprising:

1. **Internal Subject Expert**
2. **Mini-Project Coordinator**
3. **Faculty Supervisor**

The performance of the student(s) shall be evaluated through **three periodic reviews**.

Table 8 – Weighage for Assessment of Mini-Project

Review I	Review II	Review III		Total
		Report	Viva-Voce Examination	
25%	25%	30%	20%	100%

The student(s) shall submit the Mini-Project Report in the prescribed format within the deadline notified by the **Head of the Department**.

The **Review III** shall include evaluation of the Project Report for **30%** and Viva-Voce for **20%**.

The evaluation shall consider the **problem definition, literature review, methodology, technical work, results, innovation / application, report quality, presentation and response to questions**.

The detailed evaluation rubrics and review schedule shall be prescribed by the **Department** and approved as per the academic governance framework of **Institute (Autonomous)**.

Total Mini-Project Evaluation = 25% + 25% + 30% + 20% = 100%.

16.12 Self-Learning Course (SLC)

(i) Students shall be permitted to undertake **ONE Self-Learning Course (SLC)** during the entire M.E. Programme, as prescribed in the approved Curriculum. The SLC shall be relevant to Engineering / Technology and shall not duplicate or form part of any other course prescribed in the Programme.

(ii) Students may choose SLCs offered through **SWAYAM / NPTEL**, reputed State / Central Government Institutions, Research Laboratories, reputed Foreign Universities, or other **University / Institution-approved online learning platforms**, subject to the approval of the Institution.



(iii) The selected learning platform shall have clearly defined **course contents, instructor details, mode of delivery, assessment / evaluation methodology and certification / completion requirements.**

(iv) A student shall submit a proposal containing a maximum of **THREE SLC choices** to the Head of the Department at least **ONE MONTH before the end of the preceding semester.** The Department shall scrutinize the proposals and place the recommended SLCs before the **Institute Academic Affairs Committee (IAAC)** / appropriate academic committee for approval.

(v) The student shall register for the SLC only after obtaining the prescribed approval. The student shall successfully complete the course and submit the required **certificate / proof of completion and assessment details** to the Department.

(vi) If a student earns more than **ONE credit** through an SLC, only **ONE credit** shall be considered for the computation of CGPA. Additional credits, if any, may be recorded in the academic transcript / grade sheet as per the decision of the **Academic Council.**

16.13 Summary of Evaluation Weightage

The Continuous Assessment and End-Semester Examination weightage for various categories of courses shall be as follows:

Table 9 – Summary of Weightages for Continuous Assessment & End-Semester Examination			
S. No.	Course Type / Category	Continuous Assessment	End-Semester Examination
1	Theory (T)	40%	60%
2	Laboratory Integrated Theory (LIT)	50%	50%
3	Laboratory (L)	60%	40%
4	Project Work – I / Project Work – II / Final Project Work	60%	40%
5	Internship / Industrial Training / Practical Training / Summer Project / Seminar	100%	—
6	Mini-Project	100%	—
7	LIT / Skill Development (SD) – Industry Oriented Course (IOC)	100%	—

16.14 Passing Criteria in a Course

A student shall be declared to have **PASSED** a course only after satisfying the minimum requirements specified below. The passing criteria shall be applicable to the **M.E. Programme of Institute (Autonomous).**

(i) Theory (T), Laboratory Integrated Theory (LIT) and Laboratory (L) Courses

A student shall:

- Secure a minimum of **45% of marks in the End-Semester Examination**; and



- Secure a minimum of **50% of marks in the aggregate**, combining **Continuous Assessment and End-Semester Examination**.

(ii) Project Work / Project Work–I / Project Work–II / Internship-cum-Project Work

A student shall:

- Secure a minimum of **45% of marks in the End-Semester Project Evaluation**, including Project Report Evaluation and Viva-Voce; and
- Secure a minimum of **50% of marks in the aggregate**, combining Continuous Assessment and End-Semester Project Evaluation.

(iii) Internship / Industrial Training

A student shall secure a minimum of **50% marks in the prescribed Continuous Assessment / Evaluation** to successfully complete the Internship / Industrial Training.

(iv) Mini-Project

A student shall secure a minimum of **50% marks** in the Continuous Assessment conducted through the prescribed **three reviews**.

(v) Skill Development / Industry Oriented Course (IOC)

A student shall secure a minimum of **50% marks** in the prescribed Continuous Assessment / Evaluation.

(vi) Self-Learning Course (SLC)

A student shall secure the minimum passing marks prescribed by the **Institution / approved course provider**, subject to a minimum of **50%** wherever the SLC is evaluated under the Institution's assessment scheme.

For **SWAYAM / NPTEL or other approved external courses**, the minimum passing requirement shall be as prescribed by the respective course provider, subject to the approval of the **Academic Council**.

The student shall submit the official **course completion certificate / grade report / result** to the Department through the prescribed procedure.

Grade Conversion for SLC

Where an approved SLC is evaluated on a grading scale other than the Institution's **10-point scale**, the grade point shall be converted to the equivalent 10-point scale using the procedure approved by the **Academic Council**.

If the converted grade point contains a decimal:

- **0.50 or above** shall be rounded off to the next higher integer.
- **Below 0.50** shall be rounded off to the lower integer.

The corresponding letter grade shall thereafter be assigned as per the **approved grading system of Institute (Autonomous)**.

(vii) Off Campus Courses (OC)

A student who successfully completes an **Off Campus (OC) Course** shall submit the official **Result / Grade Report / Course Completion Certificate** to the **Head of the Institution** through the concerned Head of the Department within **SEVEN days** from the date of publication of the result.



The marks / grade obtained in the OC Course shall be converted into an **equivalent grade** as per the approved grading and credit transfer procedure of **Institute (Autonomous)**.

Where the OC Course is evaluated using a grading system different from that of the Institution, the grade point shall be converted to the Institution's approved **10-point grading system** and the corresponding equivalent grade shall be awarded.

The credits earned through an approved OC Course shall be considered for the award of credits and computation of CGPA, subject to the **maximum credit limit and credit-transfer provisions** specified in the approved Curriculum and Regulations.

(viii) Value Added Courses (VAC)

A student who registers for a **Value Added Course (VAC)** shall secure a minimum of **50% marks** or the minimum passing requirement prescribed by the approved course provider, whichever is applicable.

The evaluation of the VAC shall be carried out as per the assessment procedure prescribed by the **approved Institution / Industry / Firm / Company** offering the course.

On successful completion, the student shall be awarded a **grade** as per the approved grading procedure of **Institute (Autonomous)**.

The credits earned through Value Added Courses shall be **shown separately in the Grade Sheet / Academic Transcript but shall not be considered for computation of CGPA**, unless otherwise specifically approved by the **Academic Council**.

All OC and VAC courses shall be undertaken only with the **prior approval of the Head of the Department / Head of the Institution**, wherever prescribed, and shall comply with the approved **Academic Council Regulations**.

16.15 Publication of Results and Revaluation

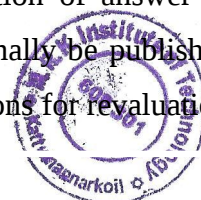
(i) The results of the Regular / End-Semester Examinations shall normally be published within **TWENTY working days** from the date of completion of the respective examinations, subject to the approved examination schedule of the Institution.

(ii) After publication of the End-Semester Examination results, a student may apply for **Revaluation of the Answer Script(s)** within the prescribed time and in the prescribed format, as per the guidelines notified by the **Controller of Examinations (COE), Institute (Autonomous)**.

(iii) Revaluation shall be permitted only for courses having an **End-Semester Written Examination**. Revaluation shall not be applicable to courses evaluated entirely through **Continuous Assessment**, such as Seminar, Mini-Project, Internship / Industrial Training and other similar courses.

(iv) Revaluation shall not be permitted for courses offered under the **Skill Development (SD) / Industry Oriented Course (IOC)** category, wherever the assessment is based entirely on Continuous Assessment or as otherwise specified in the approved Curriculum.

(v) The **Controller of Examinations** shall arrange for the revaluation of answer scripts through duly approved / nominated evaluators. The result of revaluation shall normally be published within **FIFTEEN working days** from the last date prescribed for submission of applications for revaluation.



(vi) The **Academic Council / competent statutory authority** may prescribe or revise the detailed procedure, eligibility, fee, number of courses permitted for revaluation, valuation methodology and other related conditions from time to time.

(vii) The **revaluation result shall be final**, subject to the provisions of the Examination Regulations approved by the **Academic Council of Institute (Autonomous)**.

16.16 NOT SATISFYING 'PASSING' CRITERIA

A student who does not satisfy the prescribed passing criteria in a course shall be governed by the following provisions:

(i) Theory, Laboratory Integrated Theory (LIT) and Laboratory (L) Courses

(a) A student who does not satisfy the passing criteria shall be permitted to **reappear for the End-Semester Examination** in the subsequent semester(s), as per the Examination Regulations of the Institution.

(b) The **Continuous Assessment (CA) marks** obtained in the first appearance shall be retained and shall remain valid for all subsequent attempts until the student successfully passes the course.

(c) However, from the **third attempt onwards**, if the student fails to secure the prescribed pass marks based on the combined **Continuous Assessment and End-Semester Examination**, the student shall be declared to have passed the course if the student secures a minimum of **50% of the total marks in the End-Semester Examination alone**.

(ii) Project Work / Practical Training / Internship / Industrial Training / Summer Internship / Mini-Project

(a) A **Supplementary Viva-Voce / Evaluation** shall be conducted within a minimum period of **30 days from the date of publication of results**, as per the schedule notified by the Institution.

(b) If the student does not successfully complete the course in the Supplementary Evaluation, the student shall be required to **repeat the course / activity in the ensuing semester**, subject to the approved Curriculum and Regulations.

(iii) Self-Learning Course (SLC)

(a) A student who does not successfully complete the SLC shall be permitted to register for the **same SLC or one of the other approved SLC options** already chosen by the student, within **one week from the date of declaration of results**, with prior intimation to the Head of the Department.

(b) If the student is still unable to successfully complete any of the selected SLCs within the semester, the student shall opt for the same course in the subsequent semester or submit a list of **three alternative SLCs** and obtain approval from the **Institute Academic Affairs Committee (IAAC) / competent authority**, as per the approved SLC procedure.

(c) The registration, approval, evaluation and completion of SLC shall be governed by the procedures prescribed by **MRK Institute of Technology (Autonomous)** from time to time.



17. Grading of Courses

17.1 Grades and Grade Points

The grades and corresponding grade points for all courses offered under the **M.E. Programme of MRK Institute of Technology (Autonomous)** shall be as follows:

Table 10 – Grading of Courses

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

For **Off Campus (OC)**, **Self-Learning Course (SLC)** and **Value Added Course (VAC)**, the above absolute grading system shall be followed wherever the marks are awarded directly by the Institution or approved course provider.

NPTEL / SWAYAM Courses

For approved **NPTEL / SWAYAM Courses**, where the result is received in marks, the following grading scale shall be adopted:

Table 11 – Range of Marks for Grades

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



Table 12 – Range of Marks for grading of NPTEL courses

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

18. Calculation of Grade Point Average (GPA) / Cumulative Grade Point Average (CGPA)

18.1 Two parameters, **Grade Point Average (GPA)** and **Cumulative Grade Point Average (CGPA)**, shall be used to evaluate the academic performance of students enrolled in the **M.E. Programme of Institute (Autonomous)**.

18.2 Calculation of GPA

The **GPA** shall be the credit-weighted average of the grade points obtained by a student in all the courses registered during a particular semester.

If a student has registered for courses with credits $C_1, C_2, C_3, \dots, C_n$ and the corresponding grade points are $g_1, g_2, g_3, \dots, g_n$, then:

$$\text{GPA} = \frac{(C_1 \times g_1) + (C_2 \times g_2) + (C_3 \times g_3) + \dots + (C_n \times g_n)}{C_1 + C_2 + C_3 + \dots + C_n}$$

The GPA shall be calculated based on the **approved credits and grade points** of the courses registered in that semester.

18.3 Semester Grade Sheet

At the end of every semester, a **Semester Grade Sheet** shall be issued to the student containing the courses registered, credits, grades, grade points and the **Semester GPA**.

18.4 Calculation of CGPA

The **CGPA** shall represent the overall academic performance of a student and shall be calculated based on all the courses successfully completed by the student up to and including the latest completed semester.

The CGPA shall be calculated as a **credit-weighted average of the grade points** earned in all eligible courses and shall be reported to **two decimal places**.

Courses taken additionally beyond the minimum requirements prescribed for the award of the degree shall not be considered for CGPA calculation, unless specifically approved by the **Academic Council**. However, the results of such courses may be recorded in the Grade Sheet / Academic Transcript.

The CGPA shall be calculated as:



$$\text{CGPA} = \frac{\sum (C_i \times GP_i)}{\sum C_i}$$

Where C_i is the credit assigned to the course and GP_i is the corresponding grade point.

18.5 Absence in End-Semester Examination

If a student is absent for a registered course in the End-Semester Examination / Viva-Voce Examination, or is absent for an assessment in a course evaluated entirely through Continuous Assessment, the absence shall be dealt with in accordance with the Examination Regulations of the Institution. The treatment of such absence for the purpose of examination appearance and degree classification shall be as prescribed in the approved Examination Regulations.

18.6 Withdrawal / Dropping of PE Course

If a student withdraws or drops a **Programme Elective (PE) Course** after registration, the appearance / withdrawal shall be dealt with as per the approved **Course Registration and Examination Regulations** and shall be considered for degree classification wherever applicable.

18.7 Consolidated Grade Sheet

After successful completion of all courses and other academic requirements prescribed in the approved Curriculum for the award of the degree, a **Consolidated Grade Sheet** shall be prepared and issued to the student by the **Controller of Examinations**.

18.8 Conversion of CGPA into Percentage

The percentage of marks corresponding to the CGPA shall be calculated as:

$$\text{Percentage of Marks} = \text{CGPA} \times 10$$

Example:

If CGPA = 8.25

Percentage = $8.25 \times 10 = 82.50\%$

19. Award of Degree

19.1 Eligibility for the Award of Degree

A student shall be deemed to have successfully completed the requirements for the award of the **M.E. Degree of MRK Institute of Technology (Autonomous)**, if the student:

- (i) Has successfully completed all the courses and other academic requirements prescribed in the **approved Curriculum**, satisfying the minimum credit requirements of the Programme; and
- (ii) Has no pending **disciplinary proceedings / disciplinary action** against him / her at the time of award of the degree.



19.2 Approval for Award of Degree

The award of the Degree to eligible students shall be approved by the competent statutory authority of the Institution, based on the recommendations of the Academic Council and in accordance with the applicable statutory and regulatory requirements.

19.3 First Class with Distinction

A student who satisfies all the following conditions shall be declared to have successfully completed the Programme with **“First Class with Distinction”**:

- (i) Has passed all the courses prescribed in the approved Curriculum in the **FIRST APPEARANCE** itself and within the prescribed duration of the Programme;
- (ii) Has secured a **CGPA of not less than 8.50**;
- (iii) Has not been **prevented from appearing** for any End-Semester Examination prescribed in the Curriculum; and
- (iv) Has completed all academic requirements within the prescribed duration of the Programme, including any requirements specifically approved by the **Academic Council**.

19.4 First Class

A student who satisfies all the following conditions shall be declared to have successfully completed the Programme with **“First Class”**:

- (i) Has passed all the courses prescribed in the approved Curriculum within the **prescribed duration** of the Programme;
- (ii) Has secured a **CGPA of not less than 6.50**; and
- (iii) Has not been **prevented from appearing** for any End-Semester Examination prescribed in the Curriculum.

19.5 Second Class

A student who has successfully completed all the courses and academic requirements prescribed in the approved Curriculum within the **prescribed duration of the Programme** and has secured a **CGPA below 6.50** shall be declared to have completed the Programme with **“Second Class”**.

19.6 General Provision

The **classification of the degree** shall be based on the final CGPA and the conditions prescribed under this Regulation. Courses taken additionally beyond the minimum requirements for the award of the degree shall not be considered for degree classification unless specifically approved by the **Academic Council**.

20. Academic Audit

The Institution shall conduct an **Academic Audit once in every academic year / semester**, as decided by the **Academic Council**, to ensure effective implementation of the approved Curriculum, academic standards and continuous improvement of the academic processes.



The **Controller of Examinations / Academic Audit Coordinator**, as nominated by the Head of the Institution, shall make necessary arrangements for conducting the Academic Audit through **approved external expert(s) / auditors**.

20.1 The Academic Audit shall cover, but not be limited to, the following:

- Course delivery and adherence to the approved Course Plan;
- Syllabus coverage and attainment of Course Outcomes;
- Quality of question papers used for Continuous Assessment and End-Semester Examinations;
- Practical assignments, Mini-Projects and conduct of practical classes;
- Continuous Assessment and practical evaluation processes;
- Academic records and documentation maintained by the Departments.

20.2 The audit shall also review the **Co-curricular and Extra-curricular activities** provided to students and the mechanism adopted by the Institution for monitoring and awarding **Student Activity Points**, wherever applicable.

20.3 The Academic Audit shall review the overall academic functioning of the Institution, including:

- Punctuality and attendance;
- Academic discipline;
- Teaching-learning environment;
- Learning resources and ecosystem;
- Academic achievements;
- Faculty and student participation;
- Academic administration; and
- Benchmarking and best academic practices.

20.4 The Institution shall ensure compliance with the **quality standards and criteria prescribed by statutory / regulatory / accreditation bodies**, wherever applicable.

20.5 Academic documents and records relating to each batch of students shall be maintained and preserved for a minimum period of **THREE years after completion of the Programme**, or for such longer period as prescribed by the **Academic Council / statutory or regulatory authorities**.

20.6 The Academic Audit Report, together with the **Action Taken Report (ATR)** and subsequent corrective / preventive actions, shall be placed before the **Academic Council** for review and necessary recommendations.

The recommendations arising from the Academic Audit shall be used for **continuous improvement of the teaching-learning process, academic quality and institutional excellence**.

21. Revision

The provisions contained in these Regulations may be **reviewed, modified, amended, added to or deleted** from time to time based on the recommendations of the **Academic Council**, feedback from stakeholders, Academic Audit findings and changes in statutory / regulatory requirements.



Any such revision shall be placed before the **Academic Council** for consideration and shall come into force only after approval by the **competent statutory authority of the Institution**, as applicable.

22. Question Paper Pattern

Question Paper Pattern for End-Semester Examination

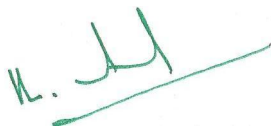
The question paper for the End-Semester Examination of Theory Courses shall be set as per the following pattern:

Part	Type of Questions	Marks per Question	Number of Questions	Total Marks
A	(i) One Mark Questions	1	10	$1 \times 10 = 10$
	(ii) Two Mark Questions	2	10	$2 \times 10 = 20$
B	Descriptive / Short Answer Questions	12	10 (5 to be answered)	$5 \times 12 = 60$
C	Problem Solving / Essay Type Questions	10	2 (1 to be answered)	$1 \times 10 = 10$
Total Marks				100

Note:

- Part A** shall contain 10 One-Mark questions and 10 Two-Mark questions, carrying a total of 30 marks.
- Part B** shall contain 10 questions, arranged as 5 questions with internal choice, each carrying 12 marks. Students shall answer any 5 questions.
- Part C** shall contain 2 questions with internal choice, each carrying 10 marks. Students shall answer any 1 question.
- The total marks for the End-Semester Examination shall be 100.



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