

**THANGAL KUNJU MUSALIAR COLLEGE OF ENGINEERING**  
**(Government Aided and Autonomous)**  
**KOLLAM-691005, KERALA**

Abstract

TKMCE- M.Plan academic regulations 2022 -orders issued

No:ACU3/1073/2022

Date: 01/10/2022

**Order**

Read:

1. UGC order Ref: F. 22-1/2022(AC) dated 26<sup>th</sup> May 2022
2. U.O. No. KTU/ASST11(ADMIN)/3212/2022 dated 2<sup>nd</sup> September 2022
3. ACU3/1010/2022 dated 16<sup>th</sup> September 2022

The TKM College of Engineering was conferred with autonomous status by the UGC on 26<sup>th</sup> May 2022 vide Ref: 1 and the same was notified by the APJ Abdul Kalam Technological University, on 2<sup>nd</sup> September 2022, vide ref.2

The first meeting of the Governing Body after the notification of autonomous status was held on 15th September 2022, authorized the Principal to constitute the Academic council as per the UGC (Conferment of Autonomous Status upon Colleges and Measures for Maintenance of Standards in Autonomous Colleges) Regulations, 2018. As per the resolution of the Governing Body, the Principal has constituted the Academic council on 16<sup>th</sup> September 2022 vide ref.3. The first Academic council meeting held on 24th September 2022, approved the M.Plan Regulations for the academic year 2022-23. The academic regulations for the M.Plan programme, 2022 approved by the Academic Council, is hereby notified as the **TKM College of Engineering (Aided and Autonomous) Academic Regulations for M.Plan Programme 2022.**



  
**PRINCIPAL**  
**THANGAL KUNJU MUSALIAR**  
**COLLEGE OF ENGINEERING**  
**KOLLAM-5**

Copy to :All HODs, Deans, IQAC, COE, AA, AO, SS, JS(A)

**TKM College of Engineering (Government Aided and Autonomous)  
Academic Regulations for M.Plan Programme 2022.**

This will be known as **the TKM College of Engineering Academic Regulations for M.Plan Programme 2022**. These are subject to the provisions of the UGC (Conferment of Autonomous Status upon Colleges and Measures for Maintenance of Standards in Autonomous Colleges) Regulations, 2018 and APJ Abdul Kalam Technological University Act, 2015, the statutes and ordinances if any issued in the subject from time to time. All the rules specified herein, approved by the Academic council, will be in force and applicable to the students admitted from the Academic year 2022-23 onwards.



  
PRINCIPAL  
THANGAL KUNJU MUSALIAR  
COLLEGE OF ENGINEERING  
KOLLAM-5

**TKM College of Engineering Academic Regulations for  
M.Plan Programme 2022**

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Sl. No.	Name	Definition
1	Academic Council	The Academic Council of the College
2	Academic Discipline and Student Welfare Committee	The authority which monitors and ensures academic discipline and student welfare
3	Academic Management System (AMS)	A digital platform to assist in the implementation and monitoring of the academic activities
4	Board of Studies	Board of Studies of a Programme/Department
5	College	TKM College of Engineering, which provides undergraduate and/or postgraduate and/or Ph.D. Programme for obtaining any Degree from the Parent University and which, in accordance with the rules and regulations of the University, is recognized as competent to provide for such programmes/courses of study and present students undergoing such courses of study for the examination for the award of such degree
6	Controller of Examinations	The authority of the College who is responsible for all activities related to examinations, publication of results, award of grade sheets etc.
7	Course	A course is a component of a Programme. All courses need not carry the same weightage. The courses should define learning objectives and learning outcomes. A course may be designed to comprise of either lectures/ tutorials/laboratory work/ fieldwork outreach activities /project work/ vocational training/viva voce/seminars/ term papers/ assignments/ presentations/self-study etc. or a combination of some of these.
8	Credit	A unit by which the course work is assessed. It determines the number of hours of instruction required per week
9	Cumulative Grade Point Average (CGPA)	A measure of overall performance of a student, arrived at by considering all course credits that are needed for the Degree and the respective grade point
10	Curriculum	Various components/courses studied in each Programme that provide appropriate outcomes in the chosen branch of study
11	Disciplinary Action Committee	College level body that looks into the reported cases of malpractice in all examinations and appropriate course of action based on an inquiry report submitted to the Principal

12	DQAC	The department level internal quality assurance cell. It concentrates on the importance of quality and quality assurance
13	Grade/Letter Grade	An index of the performance of students in a said course. Grades are denoted by letters
14	Grade Point	A numerical weightage allotted to each letter grade on a 10- point scale
15	Grievances and Appeal Committee	The authority to look into the grievances of students
16	Dean, Student Affairs	The authority of the College responsible for all student related activities including student discipline, attendance in extra and co-curricular activities and academics. Works in close association with the Student Council
17	Head of the Department	The authority responsible for Department-level academic and non-academic activities
18	IQAC	The institute level quality assurance cell which concentrates on a formal strategy and its implementation for the continuous enhancement of quality
19	Parent University	University to which the College is affiliated - APJ Abdul Kalam Technological University (APJAKTU), Thiruvananthapuram
20	Principal	The Head of the College
21	Programme	An educational Programme leading to award of Degree
22	Programme Assessment Committee	Department level committee including HoD, Academic Coordinator, Senior faculty members of Department and subject stream coordinators. The objective of this committee is to monitor and assess the concerned academic programme of the Department
23	Semester Grade Point Average	A measure of academic performance of student/s in a semester.

## ACADEMIC REGULATIONS-2022

This may be called TKM COLLEGE OF ENGINEERING ACADEMIC REGULATIONS FOR M. PLAN PROGRAMME 2022. These regulations are subject to the provisions of UGC and AICTE. All the rules specified herein, approved by the Academic Council, will be in force and applicable to students admitted from the Academic Year 2022 onwards. All the rules and regulations, specified hereafter shall be read as a whole for the purpose of interpretation and in case of any ambiguity, the interpretation of the Academic Council is final.

### R-1 Admission to the M. Planning. / Programme

Candidates who have been awarded or qualified for the award of the appropriate Bachelor's degree in Architecture/Engineering/ Planning as per the following table, from an Institution approved by All India Council for Technical Education (AICTE) or Council of Architecture (COA) are eligible for admission to the M. Planning Programme. Eligibility of candidates will be decided from time to time by following the guidelines issued by All India Council for Technical Education (AICTE) and the Government of Kerala. Other important eligibility criteria are as listed out by the Director of Technical Education with the approval of the Government of Kerala.

Specialization	Eligibility
M. Planning	Degree in Architecture/ Civil Engineering/ Planning

R-1.1 Candidates qualified in Graduate Aptitude Test in Engineering (GATE ) and admitted to the M. Planning programmes are eligible to receive Half Time Teaching Assistantship ( HTTA) as per the rules of the All India Council for Technical Education (AICTE)/Ministry of Human Resource Development (MHRD).

R-1.2 Sponsored candidates from Industries, R&D organizations, National Laboratories, State/ Central Town Planning organizations as well as Educational Institutions, with a bachelor's degree in Architecture/ Civil Engineering/ Planning as per eligibility criteria are eligible for admission to the M. Planning programme.

R-1.3 Foreign nationals whose applications are received through Indian Council of Cultural Relations, Government of India are also eligible for admission to the M. Planning programme.

R-1.4 Announcements for M. Planning Programmes will be made by the DTE, Government of Kerala.

R-1.5 Selection of candidates for the M. Planning programme will be done centrally or monitored by the Directorate of Technical Education as per the guidelines given on this by the Government of Kerala

R-1.6 The number of candidates to be admitted to each M. Planning stream will be as per the approval of the competent authority which shall be based on a decision on this given by the All India Council for Technical Education/ Council of Architecture.

R-1.7 Admission will be complete only on meeting all the other requirements mentioned in the letter of admission and on payment of the fees.

R-1.8 Candidates who have the Associate Membership of Professional Bodies that are approved by the competent authority and have qualified in GATE shall also be eligible for the M.Planning programme.

R-1.9 The reservation policy of the Government of Kerala and the Government of India shall be followed in admission to the M. Planning programme.

R-1.10 All admissions will be governed by the procedure laid down for this by the Director of Technical Education, Kerala and the Government of Kerala.

R-1.11 Notwithstanding all that is stated above, the admission policy may be modified from time to time by the competent authority, particularly to conform to directions from the Government of Kerala and the Government of India.

**R-2 Duration of the Programme:** The normal duration of the M. Planning programme, including the Thesis, shall be four semesters.

### **R-3 M. Planning Programme Structure**

i) The M. Planning programme in its stream of specialization will be structured on a credit based system following the semester pattern with continuous evaluation.

ii) The competent authority permits regular as well as external registration(part time) for those in employment.

ii) The duration for the M. Planning programme in its stream of specialization will normally be 4 semesters. The maximum duration is 6 semesters.

v) The Institution permits a regular student to change over to external registration during the programme, under specific circumstances like initiating a start up venture or to take up a job.



vi) Each semester shall have a minimum of 75 instruction days followed by the end semester examination.

vii) A common course structure for the M. Planning programme in its stream of specialization is to be followed and consists of the following:

- Studio Courses
- Core Courses
- Elective Courses
- Internship
- Dissertation
- Project

viii) Every stream of specialization in the M. Planning programme will have a curriculum and syllabi for the courses. The curriculum should be so drawn up that the minimum number of credits for successful completion of the M.Planning programme in any stream of specialization is not less than 68 and not more than 74.

Ix) Credits are assigned as follows, for one semester

- 1 credit for each studio of 2 or 3 hours per week
- 1 credit for each lecture hour per week
- 1 credit for each tutorial hour per week
- 2 credits for internship
- 3 credits for Dissertation in the 3rd Semester
- 12 credits for Project in the 4th Semester

x) A pass is mandatory in all core courses. In case of failure in an elective course, there is the provision to choose another elective listed in the curriculum.

xi) The maximum number of lecture based courses in any semester shall not exceed 5. The maximum credits in a semester shall be 21.

xii) Extension of Programme duration: The normal duration of the programme shall be four semesters. In case of prolonged illness or other personal exigencies, the Institution may allow a student who has earned credits for at least one semester, to extend the programme up to the maximum duration of six semesters. Students who have earned credits for the courses listed in the first two semesters are permitted to transfer their registration as external candidates if they take up a job. However, they have to complete the programme within six semesters.

**R-4. Course Registration and Enrolment:** All students have to register for the courses they desire to attend in a semester. Students admitted to the first semester are advised to register for all

courses offered in the first semester. They do not have to enroll for the semester. All other students are required to register at the end of the semester for the courses they desire to take in the next semester. Later they have to enroll for these courses in the new semester based on the results in the previous semester. This allows them to make minor changes in the list of courses already registered for. Before enrolment, students should clear all dues including any fees to be paid and should not have any disciplinary proceedings pending. The dates for registration and enrolment will be given in the academic calendar. Any late registration or enrolment, allowed only up to 7 working days from the commencement of the semester, will attract a late fee.

A student can drop a course or substitute one already registered for by another, for valid reasons with the approval of the faculty advisor. However this has to be done within 7 working days from the commencement of the semester.

The maximum number of credits a student can register for in a semester is limited to 24.

#### **R-5 Recommended Credit distribution over the semesters**

First Semester : 21 credits

Second Semester : 20 credits

Third Semester : 20 credits

Fourth Semester : 12 credits [Project]

#### **R-6. Academic Assessment/Evaluation**

The Institution follows a continuous academic evaluation procedure. The assessment procedure and corresponding weights recommended are as follows:-

For theory courses

- i) Two internal tests, each having 15%
- ii) Tutorials/Assignments having 10%
- iii) End Semester examination having 60%

Students who have missed either the first or the second test can register with the consent of the faculty member and the Head of the Department concerned for a re-test which shall be conducted soon after the completion of the second test and before the end semester examination. The re-test will cover both the first and the second test course plans. If a student misses both the scheduled tests, there is no provision for any retests and zero marks will be given for each test. In case of serious illness and where the attendance is above 70% the Principal may permit the conduct of the tests for a student based on his application and other relevant medical reports.

For studio based courses

- i) Seminars/Assignments/ Group / Individual projects 200 marks
- ii) End semester jury 100 marks

For Dissertation

- i) Internal assessment by guide 100 marks

- ii) Internal evaluation by committee 100 marks

For Thesis

- i) Internal assessment by guide 10%
- ii) Internal evaluation by committee 40%
- iii) Final evaluation by internal and external examiner 45%
- iv) Marks for publication in journal/ conference 5%

All the above are mandatory requirements to earn credits.

**R-7. Course Completion and earning of credits:** Students registered and later enrolled for a course have to attend the course regularly and meet the attendance rules of the Institution and appear for all internal evaluation procedures for the completion of the course. However, earning of credits is only on completion of the end semester/supplementary examination and on getting a pass grade for core and elective courses. Students, who had completed a course but could not write the end semester/ supplementary examination for genuine health reasons or personal exigencies, if otherwise eligible are permitted to write the semester examination, at the next opportunity and earn credits without undergoing the course again. Failed candidates having more than 45% marks in their internals can also avail of this option. However, those who are not eligible to appear for the end semester examination have to register and undergo the course again, whenever it is offered, to earn the credits.

**R-8. End Semester and Supplementary Examinations:** At the end of the semester, the end semester examination will be conducted in all core and elective courses offered in the semester and will be of three hours duration unless otherwise specified. Supplementary examinations are to be conducted for eligible candidates registered for them, before the commencement of the next semester.

**R-8.1 Eligibility to write the End Semester Examination/ Jury and Grading**

Eligibility criteria to appear for the semester examination/ Jury are the attendance requirements in the course, 45% or more marks in the internal evaluation and having no pending disciplinary action. The minimum attendance for appearing for the semester examination is 85% in the course. In case of serious illness there is a relaxation for attendance [O-14.xvi]. Those who do not meet the eligibility criteria shall be awarded an FE Grade and have to register again for the course. A student should have a minimum of 45% marks in the end semester examination to be eligible for grading in a course. Otherwise he/she will be considered to have failed in the course and an F grade will be awarded.

**R-8.2 Eligibility to write the Supplementary Examination**

Only failed students and those who could not write the semester examination due to health reasons or other personal exigencies that are approved by the Principal can register for the supplementary

examination provided they meet the eligibility requirements given in O-10.1. Grades awarded in the supplementary examination will be taken as the semester grades in these courses.

#### **R-9. Conduct of End Semester Examination**

The Institution will prepare the question papers, conduct the end semester examinations, organize the valuation of the answer scripts, finalize the results and submit it to the Controller of Examinations, as per the academic calendar.

**R-10. Award of M. Planning Degree:** The award of the M. Planning Degree shall be in accordance with the Ordinances and Procedures given by the University. A student will be eligible for the award of M. Planning Degree of the University on meeting the following requirements;

- i) Registered and earned the minimum credits, as prescribed in the curriculum, for the stream of specialization.
- ii) No pending disciplinary action.

**R-11. Amendments to the Regulations:** Notwithstanding all that has been stated above, the Institution has the right to modify any of the above provisions of the regulations from time to time.

#### **R- 12. Miscellaneous provisions:**

i) **Stream of Specialization:** The streams of specialization is to be in line with the approval given on this by the All India Council for Technical Education/Council of Architecture/ Institute of Town Planners India.

##### **ii) Language of Instruction**

Unless otherwise stated, the language of instruction shall be English.

##### **iii) Academic Calendar**

The Institution shall publish in its website the academic calendar for every academic semester indicating the date of commencement of the semester as well as instruction. It will specify the course registration and enrolment dates, the schedule for mandatory internal tests for theory courses, dates by which laboratory/practical evaluations are to be completed, date for finalization of internal marks, last instruction day in the semester, planned schedule of end semester examinations and result declaration as well as approved holidays falling within the semester. Schedules for the supplementary examinations and result declaration dates are to be included in the calendar. The academic calendar will also indicate other schedules and events they plan to conduct during the semester.

**iv) Eligibility to continue with the programme:** A student has to earn a minimum number of credits in a semester to register for higher semester courses. This should be at least 2/3rd of the credits for the courses listed in for the semester. Failed students who have more than 45% marks in the internal course evaluation are permitted to write the semester examination without

registering and undergoing the course. Those with less than 45% in internal course evaluation have to register again for the course, attend the classes and earn the credits.

#### **v) Studio courses**

All studio courses will have projects including field work and primary studies. End semester Jury will have a committee for evaluation-comprising an external subject expert and a faculty member in charge of the studio.

#### **vi) Internship**

At the end of the second semester the students are required to undergo an internship for four weeks in an organization (public, private, NGO) which specializes in the concerned stream. At the end of the training the students will submit a report which will be evaluated by an internal committee.

#### **vii) Dissertation**

In the third semester, the students will choose a topic of interest for dissertation and will do an independent research on a focused research question/ hypothesis, under the guidance of a faculty member. Students have to register for the Dissertation and select a topic in consultation with the guide. A detailed synopsis on the topic of the dissertation is to be prepared in the prescribed format given by the Department. Continuous evaluation will be conducted by a three member committee including the guide. The student will submit a report at the end of the semester which will be evaluated by a two member committee comprising an internal faculty member, and an external expert. The final dissertation presentation shall be of 30 minutes duration and a committee with the Head of the department or his/ her nominee as the chairman and two faculty members from the department as members shall evaluate the dissertation based on the report and coverage of the topic, presentation and ability to answer the questions put forward by the committee. Due credits shall be given for publication of articles based on the dissertation in peer reviewed journals.

#### **viii) Thesis**

Evaluation Students are required to do an independent project in the fourth semester. The project may be related to the dissertation work done in the third semester. Progress of the thesis work is to be evaluated during the fourth semester by a committee with two faculty members in the area of the project and the project supervisor/s. If the project is done outside the college, the external supervisor associated with the student shall also be a member of the committee. Final evaluation of the thesis will be taken up only if the student has earned all course credits listed in the first three semesters. Project evaluation shall be done by the same committee mentioned above with an external expert, either from an academic/R&D organization or from Industry, as an additional member. If the quantum of work done by the candidate is found to be unsatisfactory, the committee may extend the duration of the project up to one more semester, giving reasons for this in writing to the student. Normally further extension will not be granted and there shall be no provision to register again for the project.

Project evaluation weights shall be as follows:-

Project Progress evaluation details:

Progress evaluation by the Project guide: 25 % Presentation and evaluation by the internal committee: 25% Final Evaluation by the committee: 50%

Project work outside the College

Normally students are expected to do the project within the college. However they are permitted to do the thesis in an industry or in a reputed research institute under a qualified supervisor from that organization. This is only possible in the fourth semester. Students should apply for this through the supervisor indicating the reason for this well in advance, preferably at the beginning of the 3rd semester. The application for this shall include the following:-

Topic of the Project:

Reason for doing the project outside:

Institution/Organization where the project is to be done:

External Supervisor – Name:

Designation:

Qualifications:

Experience:

Letter of consent of the External Supervisor as well as from the organization is to be obtained. This application is to be vetted by the head of the department and based on the decision taken by the principal the student is permitted to do the project outside the college.

#### **ix) Faculty Advisor, Class Committee**

a) Faculty Advisor: The Head of the Department offering the M. Planning programme shall nominate senior faculty members as faculty advisors who shall advise the students in academic matters and support them in their studies. Their role is to help the students in academics and personal difficulties related to studies. A faculty advisor may support a group of students in a semester.

b) Class Committees are to be in place for all post graduate programs in the college.

Class Committee

The M. Planning stream of specialization will have class committees for each semester, constituted by the respective Heads of Departments. The Chairman of the committee shall be a senior faculty member who does not offer any course for that stream in that semester.

Members:-

i) All faculty members teaching courses for the stream in that semester.

- ii) Two student representatives nominated by the Head of the Department, from the stream.

Class committees shall meet at least thrice in a semester - one in the beginning and one around the middle of the semester and one at least two weeks before the semester examinations. These committees should monitor the conduct of the courses, adherence to the course plan and time schedule, completion of the syllabus, standards of internal tests and evaluation process and address the difficulties faced by the students and take suitable remedial actions at the appropriate time. Before the end semester examination, the committee should meet without the student representatives and finalize the internal marks. A report on the student performance in each course should be prepared and submitted to the CGPC by the colleges.

#### **x) Award of Grades**

Grading is based on the marks obtained by the student in a course. [O-14 ix] The grade card will only show the grades against the courses the student has registered. The semester grade card will show the grade for each registered course, Semester Grade Point Average (SGPA) for the semester as well as Cumulative Grade Point Average (CGPA).

#### **xi) Grades and Grade Points**

Grades and Grade Points followed by the University

Grades	Grade Point	% of Total Marks obtained in the course
O	10	90% and above
A+	9	85% and above but less than 90%
A	8.5	80% and above but less than 85%
B+	8	70% and above but less than 80%
B	7	60% and above but less than 70%
C	6	50% and above but less than 60%
P	5	45% and above but less than 50%
F	0	Less than 45%
FE	0	Failed due to eligibility criteria [O.10.1]
I		Course Incomplete

Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA) are calculated based on the above grading norms and are explained at the end of this document.

## **xii) Academic Auditing**

The Institution shall have a detailed academic auditing procedure in place comprising of an internal academic auditing cell within the college and an external academic auditing for each college. The internal academic auditing cell in the institution shall oversee and monitor all academic activities including all internal evaluations and semester examinations. This cell is to prepare academic audit statements for each semester at regular intervals of four weeks of instruction. These reports are to be presented to the external academic auditor appointed by the University, who will use it as a reference for the independent auditing and for the final report to the University.

Academic auditing will cover:-

- i) Course delivery covering syllabus, adherence to course plan, quality of question papers for internal examinations, internal evaluation, assignments, projects, conduct of practical training and evaluation, Semester examination and academic performance of the students.
- ii) Co-curricular and Extra-curricular activities available for students, and their organization.
- iii) Academic functioning of the college encompassing students, faculty and college administration covering punctuality, attendance, discipline, academic environment, academic accountability, academic achievements and benchmarking.

## **xiii) Revaluation and Grade improvement**

There is no provision for revaluation of the semester answer books or for improving the grade. Students are permitted to check the answer books of the semester examination, after the results are declared. Any discrepancies in evaluation could be brought to the notice of the teacher concerned who will initiate appropriate action on this.

## **xiv) Grade Cards**

Students who have written the semester examination will be given the grade cards for the registered courses, in every semester by the respective colleges. On earning the required credits for the degree, a consolidated grade sheet for the programme will be issued by the University. The M. Planning degree will not have any classification like distinction or first class.

## **xv) Academic Discipline and Malpractices in Examinations**

Every student is required to observe discipline and decorous behavior. Any act of indiscipline, misbehavior and unfair practice in examinations will be referred to the Disciplinary Action Committee (DAC). Malpractices in examinations shall be viewed seriously and any such incident observed or reported by a faculty member or an invigilator associated with the examinations shall be reported to the Principle who in turn shall refer it to DAC. On the basis of the report and evidence available or gathered, DAC shall immediately initiate an enquiry giving the concerned student a chance to explain his/her case. Based on this the committee shall recommend the course



of action in line with the guidelines formulated for this by the Controller of Examination of the Institution and forward it to the Principal for action.

Actions are to be based on the severity of the offence and are to be dealt with, on a course basis. Guidelines on this shall be given by the Controller of Examination which is to be followed by the Disciplinary Action Committee of the college. DAC shall be headed by a department head and shall have three other faculty members drawn from different departments as members. In case of malpractices in end semester examinations, the report given by the college DAC and the action taken by the Principal shall be intimated to the Controller of Examination of the Institution.

#### **xvi) Student's Welfare Committee**

Every college shall have a Student's Welfare Committee, constituted by the Principal of the college. This committee shall have at least three faculty members as members and the chairperson shall be a senior faculty member in the rank of a Professor. This committee is entrusted with the task of looking after the welfare of the students by taking appropriate steps with the concurrence of the principal.

#### **xvii) Grievances and Appeals Committee**

Each college should have a Grievances Redress Committee constituted by the Principal to address the grievances of the students and to consider their appeals on any decisions made by the college. This committee consisting of at least three faculty members and chaired by a senior professor shall look into student's grievances and appeals and give its recommendations to the Principal for action.

#### **xviii) Attendance**

Attendance is marked for each course. 85% attendance is mandatory for writing the semester examination in a course. Students who get Part Time Teaching Assistantship (PTTA) or scholarships from the Central or State Governments or any other agencies are expected to have 100 % attendance. However, under unavoidable circumstances students are permitted to take leave. Leave is normally sanctioned for any approved activity taken up by students outside the college covering sports and other extracurricular activities. Leave is also permitted on medical grounds or on personal exigencies. Leave of absence for all these is limited to 15 % of the academic contact hours for the course.

In case of long illness or major personal tragedies/exigencies the Principal can relax the minimum attendance requirement to 70%, to write the semester examination. This is permitted for one or more courses registered in the semester. The Principal shall keep all records which led to his decision on attendance, for verification by the Academic Auditor. However this concession is applicable only to any one semester during the entire programme. In case of prolonged illness, break of study is permitted up to two semesters which could extend the programme up to six semesters, the maximum permitted by the regulations.

**xix) Leave of Absence**

Students who desire to take leave have to apply for it to the teacher conducting the course. This application together with any supporting documents like doctor's certificate or other relevant information is to be forwarded to the Head of the Department with the recommendation of the teacher indicating the total leave of absence the student has so far availed. Approval for leave is to be given by the Head of the department. After any prolonged medical leave, normally exceeding five instruction days, on rejoining, the student has to produce the fitness certificate given by the doctor.

**xx) Ragging**

Ragging of any nature is a criminal and non-bailable offence. Involvement in ragging shall lead to stringent punishment, including imprisonment as per the law of the land. A student, whose involvement in ragging is established, shall be summarily dismissed from the college. Each student of the Institute, along with his/her parent, is required to give an undertaking in this regard and the same is to be submitted at the time of registration.

**xxi) Calculation of SGPA/CGPA Semester Grade Point Average (SGPA) and Cumulative Grade Point Average**

(CGPA) are calculated as follows.  $SGPA = \frac{\sum(C_i \times GP_i)}{\sum C_i}$  where  $C_i$  is the credit assigned for a course and  $GP_i$  is the grade point for that course. Summation is done for all courses registered by the student in the semester. Here the failed courses are also accounted.  $CGPA = \frac{\sum(C_i \times GP_i)}{\sum C_i}$  where  $C_i$  is the credit assigned for a course and  $GP_i$  is the grade point for that course. Summation is done for all courses registered by the student during all the semesters for which the CGPA is needed. Here the failed courses are also accounted. CGPA of all courses passed may also be given.