

REQUIREMENTS FOR APPEARING FOR CIA, ESE

A student who has fulfilled the following conditions shall be deemed to be eligible to appear for the CIA-1, CIA-2, CIA-3 and ESE. Ideally, every student is expected to attend all the classes and earn 100% attendance. Students who have earned not less than 75% attendance course wise taking into account the number of periods required for that course as specified in the curriculum. Table 1 illustrates the mandatory attendance requirement for CIA-1, CIA-2, CIA-3 and ESE.

Table 1: Mandatory Attendance Requirement for CIA-1, CIA-2, CIA-3 and ESE.

Test/Examination Type	Period of Calculation	Minimum % of attendance required
Continuous Internal Assessment Test 1 (CIA-1)	First Semester From the date of joining of course to three working days before the start of CIA -1	60%
	Second to Eighth semester From the date of commencement of the class to one week before the start of CIA-1	75%
Continuous Internal Assessment Test 2 (CIA-2)	From the date of joining (1 st semester) / date of commencement of class (2 nd to 8 th Semester) to one week before the start of CIA-2	75% (for students maintaining 80% or more attendance between CIA 1 and CIA-2, but falls short of the 75% cumulative requirement, the requirement may be relaxed if recommended by the AEC)
Continuous Internal Assessment Test 3 (CIA-3)	From the date of joining (1 st semester)/date of commencement of class (2 nd to 8 th Semester) to one week before the start of CIA -3	75% (for students maintaining 80% or more attendance between CIA-2 and CIA 3, but falls short of the 75% cumulative requirement, the requirement may be relaxed if recommended by the AEC)
End Semester Examination (ESE)	From the date of joining (1 st semester)/ date of commencement of class (2 nd to 8 th Semester) to the last day of instruction.	75%

- Students having a CGPA of 8.50 and above and with no standing arrears will be exempted from the minimum attendance requirements (from 7th Sem. onwards).
- A student shall normally be permitted to appear for End Semester Examination of the course if he / she has satisfied the attendance requirements (vide Clause -9.1). He /she is eligible to register for ESE in that semester by paying the prescribed fee.
- A Candidate who has fulfilled the following conditions shall be deemed to have satisfied the requirements for completion of a semester. Ideally every student is expected to attend all classes of all the courses and secure 100% attendance. However, in order to give provision for certain unavoidable reasons such as Medical / participation in sports, the student is expected to attend atleast 75% of the classes. Therefore, he/she shall secure not less than 75%.
- However, a candidate who secures overall attendance between 65% and 74% in the current semester due to medical reasons (prolonged hospitalization / accident / specific illness) / Participation in Sports events may be permitted to appear for the current semester examinations subject to the condition that the candidate shall submit the medical certificate / sports participation certificate attested by the Head of the Institution. The same shall be forwarded to the Controller of Examinations for record purposes.
- Candidates who secure less than 65% overall attendance and candidates who do not satisfy the clause 9.1.3 and 9.1.4 shall not be permitted to write the semester examination at the end of the semester and not permitted to move to the next semester. They are required to repeat the incomplete semester in the next academic year, as per the norms prescribed.
- The students who are consistently good in academics ONLY be considered for the grant of ODL under Co-curricular activities by the competent authorities. The following activities shall be considered for the sanction of ODL;
 - Sports and Games: TIES, Inter Collegiate, Inter Zonal, Inter University, State Level, National Level and Open Tournaments.
 - NCC: Camps and expeditions, NSS camps
 - Cultural Programme at State, National and International Level
 - Seminar/Symposia: Paper presentation/Quiz
 - Leadership courses organized by other organizations & Alumni

Association activities, Association activities, Placement activities.

- Training programs/Internship at industries and Higher learning Institutions
 - Personal damage incurred during the extracurricular activities
 - The ODL requisition letter shall be forwarded to the Principal through the HoD of the student by the staff-in-charge of the respective activities before completion of every activity.
 - The ODL sanctioned letters shall be submitted to the Department Office. The faculty-in-charge of the department office will check the eligibility for the award of attendance at the end of semester and the same may be submitted to DEC for approval.
- The student should register all the courses of current semester and all the arrear courses in the previous semesters. If any student fails to register and pay the examination fees within the due date, he/she shall not be permitted to attend the End Semester Examinations. However, he/she will be permitted to continue their studies in the next higher semester, provided that the student satisfies the requirements as stipulated in this clause of this regulation.
 - Those students who are not deemed to have completed the semester with references to the conditions specified above shall undergo the semester again in all the courses in the respective semester during next academic year. He/she shall seek re-admission as per the norms of the affiliating University/DOTE (Directorate of Technical Education). The days of suspension for a student on disciplinary grounds will be considered as days of absence for calculating the percentage of attendance for each individual course.

PROVISION FOR WITHDRAWAL FROM EXAMINATION

A student may, for valid reasons (medically unfit / unexpected family situations/Sports person representing Tamilnadu / India with prior permission for participation from Principal / CoE / DEC), be granted permission to withdraw (after registering for the examinations) from appearing for any course or courses in the End Semester Examination of a particular semester. The student may withdraw by following the due process of the CoE's office before the commencement of examination. This facility can be availed **only once** during the entire duration of the degree programme.

Withdrawal from ESE will be valid only if the student is, otherwise, eligible to write the examination and the application for withdrawal is made to the CoE, prior to the examination in the course or courses concerned. The application for withdrawal should be recommended by the Head of the Department concerned and approved by the Head of the Institution.

TEMPORARY BREAK OF STUDY FROM A PROGRAMME

- Break of study is normally not permitted. However, if a student intends to temporarily discontinue the programme in the middle of a semester / year for valid reasons (such as Internships, accident or hospitalization due to prolonged ill health) and wishes to re-join the programme in the next academic year, he / she shall apply in advance to the Principal through the Head of the Department, stating the reasons. The application shall be submitted not later than the last date for registering for the semester examinations. Break of study is permitted only once during the entire period of the degree programme.
- The student permitted to re-join the programme after the break shall be governed by the rules and regulations in force, at the time of re-joining.
- The duration specified for passing all the courses for the purpose of classification of degree (vide clause 19) shall be increased by the period of such break of study permitted (vide clause 11)
- If a student is detained for want of requisite attendance, academic progress and good conduct, the period spent in that semester shall not be considered as permitted Break of Study and Clause 11.3 is not applicable for such cases.

ASSESSMENT PROCEDURES FOR AWARDING MARKS

The total marks for each course generally (Theory, Practical, Project Work) will be 100, comprising of two components namely Continuous Internal Assessment (CIA) and End Semester Examination (ESE). However, there could be some open elective courses, human excellence courses, one credit industry courses, add-on courses and Mandatory courses that have only continuous assessment for 100 marks without an

End Semester Examination. The Department Consultative Committee (DCC) has to approve such courses every semester. The scheme of assessment may also be decided by the faculty handling the course concerned with the approval from DCC and shall be made available to the students during the online course registration. Each course shall be evaluated for a maximum of 100 marks as illustrated in **Table 2**

Table 2: Course Evaluation

S.No	Category of course	Continuous Internal Assessment	Semester End Examinations
1	Theory Courses	40 Marks	60 Marks
2	Laboratory Courses		
3	Project Work		
4	CEC(Technical Seminar / Soft Skill / Industry oriented one credit courses)	100 Marks	-

The End Semester Examination (theory and practical) of 3 hours duration shall ordinarily be conducted between October and December during the odd semesters and between April and June during the even semesters.

The End Semester Examination for project work shall consist of evaluation of the final report submitted by the student or students of the project group (of not exceeding 4 students) by an external examiner and an internal examiner, followed by a viva-voce examination conducted separately for each student by a committee consisting of the external examiner, the supervisor of the project group and an internal examiner.

For the End Semester Examination in both theory and practical courses including project work the internal and external examiners shall be appointed by the Controller of Examinations.

MARKS DISTRIBUTION

Attendance Mark

Marks are awarded for the attendance earned by the students for individual courses as per the following table.

Attendance Range in %	Marks to be earned by the students
96-100	5
91-95	4
86-90	3
81-85	2
75-80	1

Question paper pattern

a) Continuous Internal Assessment(CIA 1, CIA -2 and CIA-3)

2 Marks	12 Marks	Total marks
7	3 (3 out of 5)	50

b) End Semester Examinations

2 Marks	13 Marks	15 marks	Total Marks
10	5 (Either or Type)	1 (Either or Type)	100
For Mathematics paper only			
2 Marks	16 Marks		Total Marks
10	5		100
For Engineering Graphics only			
20 Marks			Total Marks
5			100

Theory Courses

Continuous Internal Assessment tests are conducted by the Office of the Controller of Examination. Continuous Internal Assessment comprises three Continuous assessment tests, Assignment / Class test / Presentation / Online Test / Mini projects / Tutorials and Attendance. By adopting this method, the students will go through a continuous and systematic study pattern. The Corresponding weightages are given below.

Table 3 : Continuous Internal Assessment Test for UG Theory Courses

Particulars	Syllabus	Duration	Exam Mark	Internal Mark
Continuous Internal Assessment 1	1.5 Units	1.5 hours	50 marks	10
Continuous Internal Assessment 2	1.5 Units	1.5 hours	50 marks	10
Continuous Internal Assessment 3	1.5 Units	1.5 hours	50 marks	10
Assignment / Class Test / Online Test / Mini Project / Tutorial / Presentation/ Online course/Certificate Course				5
Attendance				5
Total				40

Criteria for Assessment for Lab Courses

Every exercise / experiment in all practical courses shall be evaluated on a continuous basis. The criteria for Continuous Assessment (for each cycle of exercise/experiment) are given in Table 4

Table 4: Assessment for Lab Courses

Sl.No.	Description	Weightage
1	Continuous Internal Assessment Marks(CIAM)	
a.	Average of Experimental Report/ Workbook	25
b.	Model examination	10
c.	Attendance	5
	Total CIAM	40
2	Semester End Exam Marks(ESEM)	
a.	Lab Examination with Viva Voce	60
	Total ESEM	60
	Total Marks	100

PROJECT WORK

For final year Project Work out of 100 marks, the maximum marks for Continuous Assessment is 40 marks and that for the End Semester Examination (project report evaluation and viva-voce examination) is 60 marks. Project work may be assigned to a single student or to a group of students not exceeding 4 per group, under the supervision of faculty guide(s).

The Head of the Department shall constitute a review committee for each programme. There shall be a minimum of three faculty members in the review committee. There shall be three reviews (as per **Table 10**) in total, during the semester by a review committee. The student shall make presentation on the progress made before the committee.

Interim project report shall be submitted before the project reviews with the approval of the guide. The Project Report, prepared according to the approved guidelines and duly signed by the guide and the Head of the Department, shall be submitted to the department as per the timeline announced by the department. The End Semester Examination for project work shall consist of evaluation of the final project report by an external examiner, followed by a viva-voce examination conducted separately for each student, by a committee consisting of the external examiner, and an internal examiner. The Controller of Examinations (CoE) shall appoint Internal and External Examiners for the End Semester Examination of the Project Work.

The Continuous Internal Assessment Marks (CIAM) and End Semester Examinations Marks (ESEM) for Project Work and the Viva-Voce Examination will be distributed as indicated in **Table 5**

Table 5: CIAM and ESEM break-up for project work

Sl.No	Review No	Description	Marks	Total Marks
1	Continuous Internal Assessment Marks			
a.	Review 1	Review Committee#	5	10
		Guide	5	
b.	Review 2	Review Committee	7	15
		Guide	8	
c.	Review 3	Review Committee	7	15
		Guide	8	
Total CIAM				40
2	End Semester Examinations Marks			
a.	Evaluation of final report and viva-voce	Internal Examiner	10	50
		External Examiner	40	
b.	Outcome*	Publication of papers/prototype/patents etc.,	10	10
Total ESEM				60
Total Marks				100

Review committee consists of internal faculty members nominated by the Head of the Department. The guide of student being examined shall not be part of the committee.

* Outcome – in terms of paper publication, patents, product development and industry projects shall be awarded by both internal and external examiners, based on the document proofs submitted by the student concerned.

If a student fails to submit project report / does not appear for the ESE /fails in the End Semester Examination (ESE), he/she is deemed to have failed in the project work and shall have to re-register for the same when offered next.

PASSING REQUIREMENTS

- A student is declared to have successfully passed a theory based course if he/she has secured:
 - A minimum of 45% marks in the End Semester Examinations.
 - A minimum of 50% marks on combining both Continuous Internal Assessment Marks (CIAM) and End Semester Examination Marks (ESEM).

- A student is declared to have successfully passed a practical / project based course if he/she has secured:
 - A minimum of 45% marks in the End Semester Examinations.
 - A minimum of 50% marks on combining both Continuous Internal Assessment Marks (CIAM) and End Semester Examination Marks (ESEM).

- For a student who does not meet the minimum passing requirements, the term “RA” against the course will be indicated in his/her grade sheet. He/she shall reappear in the subsequent examinations for the course as arrear or re-register for the course when offered .

- For a student who is absent for end-semester theory / practical / project viva-voce, the term “RA” will be indicated against the corresponding course. He/she shall reappear for the End Semester Examination of that course as arrear in the subsequent semester or when offered next. .

- The letter grade “W” will be indicated for the courses for which the student has been granted authorized withdrawal (refer Clause 10).

- For mandatory courses (non-credit), the student must satisfy the minimum attendance requirement & passing criteria as specified for the course as detailed in Section 16.2

METHODS FOR REDRESSAL OF GRIEVANCES IN EVALUATION

Students who are not satisfied with the grades awarded in the End Semester Examination of Theory for regular and arrear exams can seek redressal as illustrated in **Table 6**

Table 6: Grievance Redressal Mechanism

Sl.No	Redressal Sought	Methodology	
		Regular Exam	Arrear Exam
1	Revaluation	<ul style="list-style-type: none"> Apply for photo copy of answer book Then apply for revaluation after course expert recommendation	
2	Challenge of Evaluation	<ul style="list-style-type: none"> Apply for photo copy of answer book Then apply for revaluation after course expert recommendation Next apply for challenge of evaluation 	

Note: All applications to be made to COE along with the payment of the prescribed fee.

Challenge of Evaluation – Flow Process

Table 7: Evaluation – Flow Process

Step 1	A student can make an appeal to the CoE for the review of answer scripts after paying the prescribed fee
Step 2	CoE will issue the photocopy of answer scripts to the student
Step 3	The faculty who had handled the subject will evaluate the script and HoD will recommend
Step 4	A committee consisting of 2 evaluators appointed by CoE will review and declare the result
Step 5	If the result is in favour of the student, the fee collected will be refunded to the student
Step 6	The final mark will be announced by CoE.

LETTER GRADE

Absolute grading system is adopted in converting marks to grads

- **Absolute Grading Policy**

All assessments of a course will be evaluated on absolute marks basis. However, for the purpose of reporting the performance of a candidate, letter grades, each carrying certain number of points, will be awarded as per the range of total marks (out of 100) obtained by the candidate in each subject as detailed below:

Table 8: Absolute Grading – Letter Grade and its Range

Sl.No.	Range of percentage of total marks	Letter Grade	Grade Points
1	91 - 100	O (Outstanding)	10
2	81 – 90	A+ (Excellent)	9
3	71 – 80	A (Very Good)	8
4	61 – 70	B+ (Good)	7
5	50 – 60	B(Average)	6
6	<50	RA (Re-appearance)	0
7	Shortage of Attendance	RA (Re-appearance due to shortage of attendance)	0
8	Absent	RA (Re-appearance due to absence)	0
9	Withdrawal from examination	W	0
10	Pass in Mandatory non-credit courses	P	0
11	Fail in Mandatory non-credit courses	F	0

A student is deemed to have passed and acquired the corresponding credits in a particular course if he/she obtains any one of the following grades: “O”, “A+”, “A”,

“B+”, “B”. ‘RA’ indicates that Reappearance is mandatory for that course concerned. ‘SA’ denotes shortage of attendance (as per Clause 9) and hence prevented from writing the End Semester Examination. P and F are grades for mandatory, but non-credit courses.

- **Grading for Mandatory Courses**

Mandatory Courses are courses that are required to be completed to fulfill the degree requirements (e.g. Human excellence, Environmental science, etc.). They are normally non – credit based. These courses will not be taken in to consideration for the SGPA / CGPA calculations. Each of these courses is assessed continuously and internally for a total mark of 100. The pass mark is 50%. Students, who fail to pass this course, are required to repeat the course, when offered next.

- For Mandatory non-credit courses the student must satisfy the minimum attendance requirement & passing criteria as specified for the course. These courses do not carry credits but needs to be completed to fulfill the degree requirements.

- For the Mandatory non-credit courses student completing the course will be awarded Pass grade (P) and those who fail to satisfy the attendance requirement or fail to satisfy the minimum passing requirement of 50% marks, will be awarded Fail (F) grade and the student must re-register for the course when it is offered next.

Grade Sheet

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

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

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

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

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

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

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

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

FORMULA FOR CALCULATING PERCENTAGE

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

ELIGIBILITY FOR THE AWARD OF DEGREE

A student shall be declared to be eligible for the award of the B.E. / B.Tech. Degree provided the student has

- i. Successfully gained the required number of total credits as specified in the curriculum corresponding to the student's programme within the stipulated time.
- ii. Successfully completed the course requirements, appeared for the End-Semester examinations and passed all the subjects prescribed in all the 8 semesters within a maximum period of 7 years and 6 years in the case of Lateral Entry reckoned from the commencement of the first (third in the case of Lateral Entry) semester to which the candidate was admitted.
- iii. Successfully passed any additional courses prescribed by the Academic council
- iv. Successfully completed the NCC / NSS / NSO / YRC requirements.
- v. Successfully passed any additional courses prescribed by the Department & concerned whenever readmitted under regulations 2019 (R19) (vide Clause 4.3)
- vi. No disciplinary action pending against the student.
- vii. The award of Degree must have been approved by the Academic Council of KIT.