

Meenakshi Sundararajan Engineering College

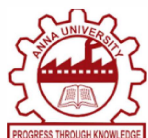
(An Autonomous Institution)

Managed by I.I.E.T Society, Approved by AICTE, New Delhi,

Affiliated to Anna University, Chennai,

Accredited by NAAC with 'A' grade and NBA for programs applied,

Recognized by UGC with 2(f) & 12(B) status



UG REGULATIONS 2024

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Meenakshi Sundararajan Engineering College

(An Autonomous Institution, Affiliated to Anna University, Chennai)

Prof. K. R. Sundararajan, a well-known educationalist, established the Indian Institute of Engineering Technology (I.I.E.T) society in the year 1947 in Chennai. The total area of 14 acres was purchased with enormous hardship and was donated to the IJET Society for the cause of education. The society's main objective is to provide quality education and it has been ensured since 1951.

The IJET Society has the following to its credit :-

- An uninterrupted and continuous education since 1951 in its premises
- All Colleges run by the institution are ranked among the top 5 – top 10 programs in Tamil Nadu
- 350 KW Solar Power Plant Generating upto 70% of its electricity needs
- Significant portion of the students are first generation learners
- Campus holds approximately 7000 plus students from the ages of 4 to 35 plus.
- Large Green Campus in the heart of the city of Chennai, Tamil Nadu
- In existence since 1947 – Completed 75 years
- Targeting to be Carbon Neutral from the end of the year 2025

The society currently has the following institutions :-

- **Meenakshi Sundararajan Engineering College(MSEC)** - established in 2001 & affiliated to Anna University offering engineering programs with about 2000 plus students.
- **Meenakshi Sundararajan School of Management(MSSM)** - established in 2000 & affiliated to University of Madras offering MBA programs with about 100 plus students.
- **The NEST School (TNS)**- established in 2022 offering IB (International Baccalaureate) & CAIE (Cambridge) boards.

All of the institutions have earned an enviable name and are rated as one among Top 10 colleges in the Tamil Nadu state in their respective programs. Efforts are on to make the campus carbon neutral in 2 years (end of 2025) by using our community of staff and students.

Meenakshi Sundararajan Engineering College (MSEC) was established by the IJET Society in 2001. MSEC is defined by two keywords “**Industry Ready**” & “**Vibrancy**”. Creating a new generation of self- actualized learners is our **raison d'etre**. If children are our future, then education is the key to their future. When education is shaped around them, and not the other way around, we are laying the foundation for a future/world where creativity, diversity and caring, independent-thinkers thrive. Our curricula thrive on continuous learning while interacting with and incorporating real-world situations and challenges.

MSEC's Hallmark of Quality

- Affiliated to Anna University, Chennai
- Approved by AICTE, New Delhi
- Accredited by NBA for programs in:
 - Civil Engineering
 - Computer Science and Engineering
 - Electronics and Communication Engineering
 - Mechanical Engineering
 - Electrical and Electronics Engineering
 - Information Technology
- Accredited by NAAC with a prestigious "A" grade
- Declared under Section 2(f) and 12(B) of the UGC Act
- Conferred with Autonomous status for 10 years (2024-25 to 2033-34) by the University Grants Commission (UGC) on February 1, 2024
- Meenakshi Sundararajan Innovation and Incubation Centre (MSIIC)
- Meenakshi Sundararajan Career Development Cell (MSCDC)
- MSEC Research Centre (MSEC RC)
- Center of Excellence – Industry Tie Up in Specialized Labs
- Industry MOU's – 200 Plus

Vision of the Institute

To impart state-of-the-art technical education, including sterling values and shining character, producing engineers who contribute to nation building thereby achieving our ultimate objective of sustained development of an unparalleled society, nation and world at large.

Mission of the Institute

Meenakshi Sundararajan Engineering college, Chennai constantly strives to be a Centre of Excellence with the singular aim of producing students of outstanding academic excellence and sterling character to benefit the society, our nation and the world at large.

To achieve this, the college ensures

- Continuous upgradation of its teaching faculty to ensure a high standard of quality education and to meet the ever-changing needs of the society
- Constant interaction with its stakeholders
- Linkage with other educational institutions and industries at the national and international level for mutual benefit
- Provision of research facilities and infrastructure in line with global trends
- Adequate opportunities and exposure to the students through suitable programs, to mould their character and to develop their personality with an emphasis on professional ethics and moral values.

We offer following courses:

S.No	Course	Intake
Undergraduate courses in B.E / B. Tech		
01	B.E Civil Engineering	60
02	B.E Computer Science and Engineering	120
03	B.E Electronics and Communication Engineering	120
04	B.E Electrical & Electronics Engineering	60
05	B.E Mechanical Engineering	60
06	B. Tech Information Technology	120
07	B. Tech Artificial Intelligence & Data Sciences	120
Postgraduate courses in M.E / M. Tech		
08	M.E. Construction Engineering and Management	18
09	M.E. Computer Science and Engineering	18
10	M.E. Embedded System Technologies	18
11	M.E Energy Engineering	18

DEPARTMENT OF HUMANITIES AND SCIENCE

The H&S Department stands out for its commitment to providing a well-rounded academic experience for first-year students. Covering key subjects like Physics, Chemistry, Mathematics, English, and Tamil. The department boasts a high pass percentage in semester exams, a testament to the hard work and dedication of the faculty. This year, the department enhanced offerings with industry and alumni talks, foreign language courses, engaging games, and specialized coaching for AEP and ICS. Additionally, the department introduced an industry-oriented and department-specific syllabus to better prepare students for future challenges and opportunities

DEPARTMENT OF CIVIL ENGINEERING

The Civil Engineering Department at our college, established in 2002, is a beacon of academic excellence and research innovation. Offering both undergraduate program and postgraduate program in M.E. Construction Engineering and Management, the department is committed to integrating advanced technologies and sustainable practices into its curriculum. The department boasts state-of-the-art laboratories and strong industry collaborations. Graduates of the department have made significant contributions to civil engineering, both nationally and internationally, and continue to shape the future of the discipline through unwavering commitment to excellence.

DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING

The Department of Computer Science and Engineering was established in 2001. It has its mission to inculcate innovative thinking and analytical abilities in addition to imparting quality education in the theory and application of Computer Science and Engineering. The department offers UG and PG programmes with State-of-the-art Computer laboratories equipped with high end hardware and software packages provided with high-speed leased line connectivity. The department takes pride in its academic excellence and outstanding placement records. It has consistently produced 68 university rank holders till 2023 batch and accredited by National Board of Accreditation.

DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

The Electrical and Electronics Engineering Department, established in 2003, is expanding its offerings to M.E. program in Embedded System Technologies from the 2024-25 academic year. With a focus on knowledge - based training, the department faculty empowers students with a deep understanding of concepts and industry - ready skills. The department forged partnerships with 22 companies through MOUs, facilitating collaboration and knowledge exchange.

The Electrical Technocrats Association (ETA) is a vibrant platform for technical activities, including the publication and showcasing of newsletters by staff and students every fortnight. Our mission is to drive technological advancements, foster research, and address industry needs.

DEPARTMENT OF MECHANICAL ENGINEERING

Meenakshi Sundararajan Engineering College inaugurated the Department of Mechanical Engineering in the academic year 2011-12. The department has well qualified faculties with excellent teaching, training and industrial experience. It has state-of-the-art laboratories which include VMC, CNC Wire Cut, Spark Erosion, 3D CMM etc catering to academic, consultancy and research requirements. The department's endeavor is to develop its students to be industry ready when they graduate. Students of mechanical engineering department gain industrial exposure and are prepared to face future challenges by carrying out their Final Year Project work in various PSU/Private sectors as per their field of interest relevant to their program. The department has a memorandum of understanding with various Institutions, Industries and Research organizations for collaborative research and development work. There is a huge potential in the department for Consultancy as well as Technology and Product incubation.

DEPARTMENT OF ELECTRONICS AND COMMUNICATION ENGINEERING

The Department of Electronics and Communication Engineering, established in 2001, has grown significantly increasing its sanctioned intake from 60 to 120 in 2010. With NBA accreditation, the department is committed to delivering quality education, producing graduates who excel technically, socially, and professionally. Its state-of-the-art infrastructure, featuring ICT-enabled classrooms and advanced laboratories with cutting-edge tools like Cortex M4, Spartan 6, IoT kits, MATLAB, Cadence and PSPICE that supports academic excellence.

The Department's industry linkages with renowned organizations including ISRO, DRDO, NLTVC, and Ericson enhance students' technical skills through interactive events.

The Department's achievements include academic excellence, impressive placement records, and students' accomplishments in sports, arts, and culture, with alumni globally represented in top companies like Intel, Yahoo, and Apple.

DEPARTMENT OF INFORMATION TECHNOLOGY

The department of Information Technology was started in the year 2001 with an intake of 60 students focusing on the area. The department has won laurels to to the college. The department constantly strives with the singular aim of producing students with outstanding academic excellence and sterling character to benefit the society, our nation and the world at large. The department's commitment to high academic standards and successful student placements. It has consistently produced 65 university rank holders till 2023 batch and accredited by National Board of accreditation. Campus Agreement has been signed with leading software and hardware giants like Microsoft, IBM, Adobe and HP. The department has received a certificate partnership as a "Center of Excellence" with Virtusa Technology.

DEPARTMENT OF ARTIFICIAL INTELLIGENCE AND DATA SCIENCE

The Department of Artificial Intelligence & Data Science was established in 2021 with an initial intake of 60 students, which was subsequently increased to 120 in 2024. Our department boasts a team of highly qualified, experienced, and competent faculty members and features spacious infrastructure with modern amenities, including six well-equipped computer laboratories with backup and internet facilities. We emphasize continuous knowledge enrichment through seminars, guest lectures, workshops, and skill enhancement programs for both students and faculty, and engage in meticulous academic planning to ensure a well-structured approach to each semester. Additionally, our student-driven club, serves as an incubation center, nurturing innovative ideas and fostering creativity.

INTERNAL QUALITY ASSURANCE CELL (IQAC)

MSEC established the Internal Quality Assurance Cell (IQAC) in 2016 to develop and implement quality standards and benchmarks in key performance areas. In alignment with the National Education Policy (NEP) 2020 and subsequent reforms, the IQAC has been further strengthened to ensure compliance with the new policy directives.

Through IQAC, the institute strive to:

- Maintain and enhance the quality of education and services
- Align with our institution's vision and mission
- Foster a culture of continuous improvement and excellence
- Ensure accountability and transparency in institutional functioning
- Promote innovative practices in teaching, learning, and research
- Develop and implement effective quality benchmarks and parameters
- Facilitate student-centered learning and feedback mechanisms
- Enhance faculty development and capacity building
- Strengthen industry-academia partnerships and collaborations
- Ensure efficient governance and administrative processes
- Promote a culture of sustainability and social responsibility
- Facilitate accreditation and ranking processes
- Identify and mitigate quality assurance risks

CONTROLLER OF EXAMINATION

The institution, granted autonomous status by UGC and Anna University from the academic year 2024-2025, has established the Controller of Examinations (COE) office to oversee assessment processes with confidentiality, ensuring quality and standards. The COE conducts fair examinations, declares results, and manages examination activities for Internal Assessment Tests (IATs) and Semester End Examinations (SEE). Their yearly schedule includes planning, coordinating, conducting, evaluating, and reviewing exams, as well as issuing certificates and transcripts. The COE ensures smooth conduct, maintains exam integrity, and coordinates with stakeholders, adapting to the institution's specific needs and exam cycle.

MEENAKSHI SUNDARARAJAN RESEARCH CENTRE (MSRC)

The MSEC Research Centre has a steadfast commitment to fostering a strong research culture. It empowers students and faculties in their intellectual exploration and discovery. The center aims to advance knowledge, drive neoteric innovation, and contribute to the broader academic and industrial fraternity ultimately aimed at uplifting humankind.

THE MEENAKSHI SUNDARARAJAN CAREER DEVELOPMENT COMMITTEE (MSCDC)

The Meenakshi Sundararajan Career Development Committee (MSCDC) is a strategic group dedicated to fostering students' professional growth and development. Our mission is to support students in achieving their career goals, fostering a culture of professional growth and development.

The MSCDC plays a vital role in aligning individual career goals through various initiatives, including:

1. Career Pathways
2. Specialised Expert Talk & Guidance on Different Career Pathways
3. Higher Education – Awareness Sessions on various Geographical Locations
4. University Fairs
5. Training / Coaching Programs for different Competitive Exams
6. Repository / Text Books for various Competitive Exams

By providing a career pathway, we help students understand the opportunities available to them and what is required to achieve their career goals. We encourage students as they navigate their professional journey, providing them with the tools, knowledge, and opportunities needed for successful career development.

OFFICE OF STUDENTS AFFAIRS

Our mission is to create a supportive and inclusive educational environment that empowers students to succeed in their academic, personal, and professional lives. We achieve this by:

- Providing individualized support and responding to student needs
- Fostering a culture of academic integrity and excellence
- Promoting personal hygiene, cleanliness, discipline and sprucing
- Encouraging a moral code of conduct and respect for others
- Cultivating a sense of campus decency and decorum
- Modeling exemplary behavior and attitudes

By fulfilling these responsibilities, the institution aims to inspire students to become responsible, successful, and compassionate individuals who make a positive impact in their communities.

COLLEGE COUNSELING SERVICES

College counseling services are essential in supporting students' overall well-being and academic success. These services often encompass various areas, including healthy mind well-being, career guidance, and academic counseling. Here's a breakdown of the typical counseling services available for college students in the institution:

Individual Counseling: One-on-one sessions with RCI registered counselors or psychologists to address personal issues such as stress, anxiety, depression, relationship problems, and any other psychological concerns.

Group Counseling: Support groups where students with similar issues can share experiences and strategies for coping in a safe and supportive environment.

Crisis Intervention: Immediate support for students in distress, trauma response, and any emergency psychological concerns.

TRAINING AND PLACEMENT CELL

Meenakshi Sundararajan Engineering College training and placement cell is committed to providing exceptional placement opportunities for its students. The Placement Cell takes meticulous efforts to ensure that students are recruited by top-notch companies in the industry.

The training pathway is established starting from the first semester with 180 Hours of Placement training which includes Communications Skills, Aptitude Training, Specialised Programming, Guidance on Certifications, Projects, Competitions, Grooming, Etiquette, Group Discussion and Mock Interviews.

The Placement Cell functions under the leadership of Placement Officer, Faculty representatives and Coordinators from each department. The Cell's ultimate aim is to achieve 100% placement. Its Other Functions include

1. Implementation of the training pathway at appropriate semesters
2. Industry Talks
3. Alumni Talks
4. Arranging Internships & Projects
5. Centers of Excellence with Industry
6. Industry Specialised training & guidance

This comprehensive training empowers students to face the campus interviews with confidence through enhancing their employability skills for a successful future.

DEPARTMENT OF PHYSICAL EDUCATION

Our college campus boasts an array of sports facilities, including

- Basketball Court
- Badminton Court
- Pickle Ball Court
- Volleyball
- Cricket / Foot Ball / Athletics Ground
- Tennis Court
- Kho Kho

The institution is much dedicated in nurturing the talent through specific college sports teams :

- Expert coaching and mentorship
- Formation of new sports teams
- Dedicated Sports Hour (1 hour/week)
- Regular Sports Day events - that are meticulously planned for maximum student participation.

DEPARTMENT OF SAFETY AND SECURITY

MSEC's Safety Department include the Chief Security Officer (Retd. Lt. Col), Trained & Certified Safety Officers (18) and Chief Safety Officer.

The department ensures a secure and hazard-free environment within the campus through:

- Monitoring all areas of the campus to ensure a secure environment
- Conducting daily reviews and maintaining a register to track and address any safety issues
- Performing maintenance tasks such as securing compound walls, replacing damaged fencing, and ensuring proper drainage
- Educating the community through regular safety awareness programs and training sessions
- Organizing fire drills and evacuation procedures to prepare for emergencies
- Identifying and mitigating potential hazards to prevent accidents
- Developing and implementing comprehensive safety policies to guide the community
- Continuously monitoring CCTV cameras to quickly respond to any security incidents

The department's proactive approach helps to prevent accidents, minimizes risks, and fosters a culture of safety among students, staff, and faculty members.

MEENAKSHI SUNDARARAJAN INNOVATION AND INCUBATION CENTRE (MSIIC)

Meenakshi Sundararajan Innovation and Incubation Centre (MSIIC) is a dynamic and forward-thinking organization dedicated to fostering innovation, entrepreneurship, and skill development etc. Our center serves as a catalyst for a transformative change - providing aspiring entrepreneurs with the resources, mentorship, and support that is needed to turn their ideas into successful ventures. MSIIC is dedicated to promoting entrepreneurship and an innovative mindset among students and entrepreneurs at institutions. Through mentorship MSIIC helps to develop talents and support their initiatives, provide knowledge on market access and funding, and empower individuals to identify opportunities, take risks, and create positive change. The institution solely believes in entrepreneurship as a catalyst for innovation and societal impact, providing resources and a supportive environment for individuals to thrive and make a difference in their communities and beyond. Its activities include

1. Managing the 100 Seat Innovation & Incubation Center
2. Guidance to both Internal & External Start-ups from Ideation to Funding
3. Competitions – Identification & Mentoring
4. Conducting Competitions :- 30 Hour Hackathons, All India Hackathons etc.
5. Managing Student Clubs
6. Art & Music Festival
7. Skill Development / Value Added Courses
8. Societal Beneficial Projects

MSEC STUDENTS CLUBS

MSEC Students Clubs were initiated with the objective to provide a platform for students to discover, showcase and improve their interests, strengths and passion. There are 7 clubs in our college namely, AI Epoch Club, Eco Design Club, Advant Coding Club, Renewables Club, Nodenova IOT Club, Dev Dynasty Web App Development Club and Product Development Club. Clubs foster vibrant student community in the campus by conducting variety of events and activities which include workshops, seminars, technical and non-technical events, campus benefit projects, long term projects such as SAE Baja etc that cater to diverse interests. Clubs help the students to collaborate with different disciplines and exchange knowledge with peer groups.





CHOICE BASED CREDIT SYSTEM

(For the students admitted to B.E. / B.Tech. Programmes from the
Academic year 2024 - 2025 onwards)

1. PRELIMINARY DEFINITIONS AND NOMENCLATURE

In these Regulations, unless the context otherwise specifies.

- i. **“Programme”** means Degree Programme, that is B.E./B.Tech Degree Programme.
- ii. **“Discipline”** means specialization or branch of B.E./B.Tech Degree Programme, Civil Engineering, Information Technology, etc.
- iii. **“Course”** Means Theory or Practical subject that is normally studied in a semester, like Applied Mathematics, Advanced Thermodynamics, etc.
- iv. **“Dean – Academics/ Vice Principal”** means the authority of the Institution who is responsible for all the academic activities of various programmes and implementation of relevant rules and regulations pertaining to the Academic Programmes.
- v. **“Controller of Examinations”** means the authority of the Institution responsible for all activities of the Examinations and hereafter called COE.
- vi. **“Head of the Institution”** means the Principal of the Institution.
- vii. **“Head of the Department”** means head of the Department concerned.
- viii. **“College”** means MEENAKSHI SUNDARARAJAN ENGINEERING COLLEGE, Chennai.
- ix. **“University”** means ANNA UNIVERSITY Chennai.
- x. **“Bonafide students”** means one who has enrolled for at least one course in the curriculum as per regulation and has paid the tuition fee for the same.

2 ADMISSION

2.1 Candidates seeking admission to the first semester of the eight semesters B.E./B.Tech. Degree Programme:

Should have passed the Higher Secondary Examinations of (10+2) Curriculum (Academic Stream) prescribed by the Government of Tamil Nadu with Mathematics, Physics and Chemistry as three of the four subjects of study under Part-III or any examination of any other University or authority accepted by the Syndicate of Anna University as equivalent thereto.

(OR)

Should have passed the Higher Secondary Examination of Vocational stream (Vocational groups in Engineering / Technology) as prescribed by the Government of



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Tamil Nadu.

2.2 Lateral entry admission

The candidates who possess the Diploma in Engineering / Technology awarded by the State Board of Technical Education, Tamil Nadu or its equivalent are eligible to apply for Lateral entry admission to the third semester of B.E. / B.Tech. as per the rules fixed by Govt. of Tamil Nadu.

(OR)

The candidates who possess the Degree in Science (B.Sc.,) (10+2+3 stream) with Mathematics as a subject at the B.Sc. Level are eligible to apply for Lateral entry admission to the third semester of B.E. / B.Tech as per the eligibility criteria prescribed by the DoTE from time to time.

Such candidates shall undergo two additional Engineering subject(s) in the **third and fourth semesters** as prescribed by the Board of studies /Institution.

3 UG PROGRAMMES OFFERED

A student may be offered admission to any one of the programmes of study approved by AICTE, New Delhi and Anna University, Chennai. Details of programmes of study currently being offered by the Institution are listed below:

1. B.E. Civil Engineering
2. B.E. Computer Science and Engineering
3. B.E. Electronics and Communication Engineering
4. B.E. Electrical and Electronics Engineering
5. B.Tech. Information Technology
6. B.E. Mechanical Engineering
7. B.Tech. Artificial Intelligence and Data Science.

Students who join a B.E./B.Tech. programme, apart from the above regular programme, if they wish, they have a choice to take up any one of the following these degree programmes, from the V semester onwards, provided they satisfy certain criteria as mentioned in clause 4.11.

- i. B.E./B.Tech. Honours degree
- ii. B.E./B.Tech. Minor degree with specialization in another discipline

4.1 STRUCTURE OF THE PROGRAMMES

Categorization of Courses

Every B.E. / B. Tech. Programme will have a curriculum with syllabi consisting of theory, laboratory and theory with laboratory component, project work courses that shall be categorized as follows:



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(i) **Humanities and Social Sciences including Management Courses (HSMC)** include English for communication, Employability Skills, Engineering Ethics and Human Values and Management courses.

(ii) **Basic Science Courses (BSC)** include Mathematics, Physics, Chemistry, Biology, Environmental Science and Sustainability, etc.

(iii) **Engineering Science Courses (ESC)** include Engineering Practices, Engineering Drawing, Basics of Civil / Electrical / Electronics / Mechanical / Computer Engineering, Instrumentation etc.

(iv) **Professional Core Courses (PCC)** include the core courses relevant to the chosen specialization/branch.

(v) **Professional Elective Courses (PEC)** include the verticals with elective courses and elective courses relevant to the chosen specialization/ branch.

(vi) **Open Elective Courses (OEC)** are Multidisciplinary courses that include the courses from Humanities and other disciplines of Engineering and Technology. Students can choose these courses from the list of Open Elective courses specified in the respective curriculum. Students may also choose courses from other disciplines from Swayam/NPTEL platform, including non-engineering courses.

(vii) **Employability Enhancement Courses (EEC)** includes Project Work and/or Internship, Career Development Skills, Creative and Innovative Project, Seminar, Professional Practices, Case Study and Industrial/Practical Training.

(viii) **Mandatory courses (MC -Non Credit)** include, Introduction to women and Gender studies, Elements of literature, Film appreciation, disaster management, Wellbeing with traditional practices (Yoga, Ayurveda and Siddha), Indian constitution, Industrial Safety, etc.

(ix) **Entrepreneurial Development and Innovation Courses (EDIC)** include business opportunities exploitation, business plan development and control, start-up establishment, innovation tool kits ,idea simulation lab ,prototype and intellectual property and economy.

(x) **Indological courses** include courses that provide deeper knowledge of important aspects of India in its historical, societal, cultural literary contexts, Heritage of Tamils and Tamils and technology.

(xi) **Research Courses** include Literature review ,journal paper writing ,Fabrication lab and Prototype Testing.



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(xii) **Emerging technologies Courses** include **value added course** help students develop a strong foundation **Emerging technologies** of knowledge and skills.

The blend of all the above different courses shall be so designed that the student, at the end of the programme, would have been trained not only for his/her relevant professional field but also would have emerged as a socially conscious human professional.

4.2 Personality and Character development

All students shall enrol, on admission, in any one of the personality and character development programmes **NCC/NSS/NSO/YRC/Clubs** and undergo training / conduct activities for about **80 hours** and attend a camp of about seven days. The training shall include classes on hygiene and health awareness and also training in first-aid. Alternately, activities of science, literature and arts also help for personality and character development. So, students shall conduct and participate actively in Science club/Literary Forum/Fine Arts activities for 80 hours and participate in at least ONE event.

National Cadet Corps (NCC) will have about 20 parades.

National Service Scheme (NSS) will have social service activities in and around the College / Institution.

National Sports Organization (NSO) will have sports, Games, Drills and Physical exercises.

Youth Red Cross (YRC) will have activities related to social services in and around College/Institutions. While the training activities will normally be during weekends, the camp will normally be during vacation period.

Clubs Recognized by the college shall organise activities of popularisation of science and scientific temper through activities.

Students who enrol and take active participation in any one of the above activities for 80 hours and participate at least one event/programme will be given a **certificate by the Head of the Institution** and the copy of the same shall be forwarded to the **Controller of Examinations** for the purpose of record and scrutiny.

4.2A Induction Programme

- The students immediately after admission should undergo a mandatory two week induction programme comprising of physical activity, creative arts, universal human values, proficiency modules, lectures by eminent people, visits to local areas and familiarization with the department/branch and innovation
- Induction Programme is mandatory for the students pursuing the



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Undergraduate Programme.

- List of students who have successfully completed the Induction Programme shall be certified by the Head of the Institution.
- The completion of the Induction Programme shall be printed in the Grade Sheet as "**COMPLETED**".
- In the case of students who have got admitted later and those who have not attended the Induction Programme at the time of joining the degree programme, it shall be conducted later and on completion, it shall be recorded in the grade sheet.
- No fee will be charged towards the conduct of the Induction Programme and for including in the STATEMENT OF GRADES for the successful completion of the Induction Programme.

4.4 Number of courses per semester

Curriculum of each semester shall normally have a blend of theory courses, laboratory courses, theory cum laboratory courses not exceeding 7. Number of Laboratory courses, Employability Enhancement Course(s) not exceeding 4. However, the total number of courses per semester shall not exceed 10. Each course may have credits assigned as per clause 4.5.

4.5 Credit Assignment

Each course is assigned certain number of credits based on the following

Table 1

Contact period(s) per week	Credit(s)
1 Lecture Period	1
1 Tutorial Period	1
1 Laboratory Periods	0.5
1 periods of EEC/EDI/Research (Seminar / Case study etc.)	0.5

4.6 Industrial Visit

Every student is required to go for at least one Industrial Visit every semester starting from the second year of the Programme. The Heads of Departments shall ensure that necessary arrangements are made in this regard.

4.7 Industrial Training / Internship

4.7.1 The students may undergo Industrial training for a period as specified in the curriculum during the summer / winter vacation. In this case, the training has to be undergone continuously for a period of at least two weeks in an organization.

The students may undergo Internship at a **Research organization / University/ Industry (after due approval from the Head of the Institution)** for the period prescribed in the curriculum during the summer / winter vacation, in lieu of Industrial training. **Report and Attendance Certificate** mentioning the period of Industrial



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Training / Internship and signed by the competent authority of the industry, as per the format provided by COE shall be **submitted to the Class advisor & Head of the Department.**

- 4.7.2** If Industrial Training/ Internship is not prescribed in the curriculum, the student may undergo Industrial Training/ Internship optionally and the **credits earned will be indicated in the Grade Sheet.** If the student earns **three credits** in Industrial Training/ Internship, the student may **drop one Professional Elective** (only one professional elective can be dropped). In such cases, Industrial Training / Internship need to be undergone **continuously from one organization or with a combination one two week and one four weeks from one/two organizations.** However, if the number of credits earned is **1 or 2**, then these credits shall not be considered for classification of the degree. Students shall get permission from the Head of the Institution for taking Industrial Training/Internship and the Certificate of completion of Industrial Training / Internship shall be forwarded to the **COE**

Table 2

DURATION OF TRAINING/INTERNSHIP	CREDITS
2 Weeks*	1
4 Weeks*	2
6 Weeks*	3

* 1 Week=40 internship hours

4.8 Semester Long Project Work / Industrial Project / Internship

In the final semester students shall undergo a semester long project work in their own discipline to obtain hands-on experience. Project work may be assigned to a single student or to a group of students, not exceeding 4 per group with a guide from the same department. However, if the project is of interdisciplinary nature then students from different programmes are permitted to form a group and the guide can be from other department also.

Students are permitted to undergo a semester long industrial project or semester long internship in an industry / research organization in lieu of the final semester project work, provided the domain of such projects or internships come under the same discipline and approved by Head of the Department and Head of the Institution and the industry has no objection in submitting the work carried out as a report. This industrial project or internship is apart from the summer industrial training or summer internship, if any

Students shall also undergo a start-up activity for the development of products as part of project work. If the outcome of a start-up is a fully developed product and whose concept is tested and validated, then it shall be considered in lieu of the project



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work. Such students shall submit a start-up report, which includes the concepts and process flow of the developed product, publications and patents, if any.

4.9 Value Added Courses

Students may undergo Value Added Courses and the credits earned through the Value Added Courses shall be over and above the total credit requirement prescribed in the curriculum for the award of the degree. **Courses with two/ three credits** shall be offered by a department of an institution with the prior approval from the **Dean Academics and COE**.

- The details of the syllabus, timetable and faculty may be sent to the COE after approval from the Dean Academics/Vice Principal and Head of the Institution.
- Students shall be allowed to take these courses offered in other departments also, but with the permission of the Head of the Department of student, Head of the department offering the course and Dean Academics/Vice Principal.
- The students can take a maximum of two one credit courses or one two credit course.

The credits earned through these optional courses will not be counted for GPA/CGPA computation, but will be indicated in the grade sheet.

4.10 Mandatory courses

The student may study mandatory courses prescribed by the curriculum and it will be mentioned in the Grade Sheet. However, it will not be considered for the computation of CGPA.

4.11 Off campus courses and Transfer of Credits

Students are permitted to optionally enrol and study a maximum of **three off campus courses** in physical/online/hybrid mode under each UG programme with the approval of **Class advisor, Head of the Department , Dean Academics/Vice Principal and Head of the Institution** courses as per the Regulations. The successful completion of these courses through any of the following modes shall be considered in lieu of professional elective / open elective courses of curriculum as approved by the Head of the Institution.

- 4.11.1** Students are permitted to optionally enrol and study these courses **through SWAYAM - NPTEL platforms** and credit transfer is to be done based on the marks and certificate provided by the NPTEL. The number of credits and transfer of credits are based on the procedure explained in Table 3 and the Mapping of the marks with the grades is explained in Table 4. The mapping of marks with grades is applicable, only if the student passes the course as per the guidelines of NPTEL.



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Table 3: Duration of the course and Number of credits

Sl. No.	No. of Weeks	No. of Credits.
1.	4	1
2.	8	2
3.	12	3
4.	16	4

Table 4: Mapping of Marks scored in NPTEL course and Credits earned

Letter Grade	Marks
O	90-100
A+	80-89
A	70-79
B+	60-69
B	50-59
C	40-49

4.11.2 Students are permitted to optionally enrol and study the courses in physical / hybrid / online modes offered by reputed **Central / State funded Universities / Institutions which are in the top 20 positions in the latest NIRF ranking** and also conducting examination towards award of marks and grades. (NIRF Ranking of any of the last three years with respect to the year in which course is to be registered; NIRF ranking is based on respective stream for professional elective courses and based on any stream for open elective courses).

Students are also permitted to enrol and undergo such courses **in Online mode at Universities abroad in top 500 in QS ranking** in the last three years.

Students are also permitted to study courses of a particular semester in a University / Institution abroad based on MoU. A learning agreement shall be evolved to map all the courses offered in the programme and the courses offered in University abroad as per the procedure outlined by the Institute. The credits earned by the students in the University abroad shall be transferred as per the learning agreement.

In the case of 4.11.2, the students can enrol for the courses with the approval of the **Head of the institution** only if the course is offered directly by Institution/University and not with the **edutech** platforms.

The marks/credits earned by the student shall be transferred based on the decision of a committee constituted by the Head of the Institution of the college, as per the guidelines of National Educational Policy (NEP) -2020.

4.11.3 Students are also permitted to enroll and study the courses in physical/hybrid mode (not less than 50% in physical mode) that are offered by



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- i. National/State funded research institutions/laboratories and
- ii. (a) reputed companies (manufacturing or software) related to the programme, and
(b) reputed companies involved in transfer of knowledge provided the knowledge transferring company is a spinoff from an Engineering/Technology practicing Industry and sharing the work experience of the respective industry.

The companies mentioned in 4.11.3 (ii)

- a) and the company with which the knowledge transfer company associated in the case of 4.11.3 (ii)
- b) Should have average annual turnover of more than 200 crores over a period of 5 years.

However, the academic content and delivery shall be in consonance with the University academic standards and norms. The minimum qualification of the course instructor from the company as mentioned in 4.11.3. (ii) shall be B.E./B.Tech with 10 years of research / industrial experience.

Such courses shall be offered through MOU / MOA between our institution and such institutions/organizations/ companies.

The design of the courses with regard to the syllabus content, duration of each course and number of credits offered for each course shall be discussed and recommended by the Head of the Institution and approved by dean Academics and COE.

For the offer of each course under 4.11.3, a course coordinator shall be nominated from the Department who shall also attend such course and shall coordinate the question paper setting and answer script evaluation with the course instructor from research institution /laboratories /industry/ company for the Internal Assessment and Semester End Examination conducted by COE. The passing requirements are as per regulations.

4.12 B.E. / B. Tech. (Hons) and B.E. / B. Tech. minor with specialisation in another discipline.

(i) B.E / B.Tech. (Hons.)

- a) The students should have taken additional courses from a specified group of Professional Electives (vertical) or from any of the verticals of the same programme and earned a minimum of 18 credits.
- b) Should have passed all the courses prescribed in the curriculum and additional courses in the first attempt.
- c) Should have earned a minimum of 7.50 CGPA taking into account all the courses prescribed in the curriculum for eight semesters and additional courses.



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(ii) B.E./B.Tech. Minor with specialisation in another discipline

The student should have earned additionally a minimum of 18 credits in any one of the verticals offered from Engineering Disciplines / Science and Humanities / Management

- 1 For these 18 credits students can optionally enroll and study a maximum of 6 credits in online mode from SWAYAM/NPTEL platform (in addition to the three online courses permitted for courses of curriculum), as approved by the **Head of Department and Dean Academics**.
- 2 B.E / B.Tech. (Hons.) and B.E./B.Tech. minor with specialisation in another discipline will be optional for students and the students shall be permitted to select any one of them only.
- 3 For the categories 4.12 (i) the students, including Lateral Entry, shall be permitted to register for the courses from Semester V onwards provided the students have earned a **minimum CGPA of 7.50 until Semester III and have cleared all the courses in the first attempt**.
- 4 For the categories 4.12 (ii) the students, including Lateral Entry, shall be permitted to register for the courses from Semester V onwards provided the students have earned a **minimum CGPA of 7.50 and above**.
- 5 B.E./ B.Tech (Honours) and B.E./B.Tech. with Minor degree in an another specialization shall be offered by the Department **irrespective of the number of students enrolled**.
- 6 If a student decides **not to continue** for Honours, after completing certain number of additional courses, such additional courses studied shall be considered instead of the Professional Elective courses which are part of the curriculum. If the student has studied more number of such courses than the number of Professional Elective courses required as per the curriculum, the courses with higher grades shall be considered for the calculation of CGPA. Remaining courses shall be printed in the grade sheet however, they will not be considered for calculation of CGPA and the same shall be indicated in a foot note appropriately. If the student has failed in the additional courses or faced shortage of attendance, they will not be printed in the grade sheet and will not be considered for CGPA calculation and classification of degree.
- 7 If a student decides **not to continue** for Minor, after completing certain number of courses, the additional courses studied shall be considered instead of Open Elective courses which are part of the curriculum.



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If the student has studied more number of such courses than the number of open electives required as per the curriculum, the courses with higher grades shall be considered for calculation of CGPA. Remaining courses shall be printed in the grade sheet, however, they will not be considered for calculation of CGPA and the same shall be indicated in a foot note appropriately.

If the student has failed in the additional courses or faced shortage of attendance, they will not be printed in the grade sheet and will not be considered for CGPA calculation and classification of degree.

The student has to enroll for these additional courses separately and pay a tuition fee for studying these six additional courses and pay additional exam fee.

4.13 Medium of Instruction

The medium of instruction and assessment for the courses which can be written test, seminar presentations and project / thesis / dissertation reports will be in English (except regional /foreign language courses).

4.14 Employability Enhancement Skill Based Courses

Skill based experiential learning courses will be offered in two categories as purely Laboratory Based Courses and Theory Integrated Laboratory Courses with the following credits. One such course will be offered in every semester from III to VI.

The evaluation of the above mentioned courses are fully internal and shall be jointly done by the course coordinator from the institution and the mentor from the firm.

(a) If the course involves certification from an identified firm/company, then 20% of the total marks will be included in the internal assessment marks, 30 % will be included from the marks provided by the firm and 50% shall be evaluated by the respective Course Coordinators of the college by conducting appropriate theory and / or laboratory tests.

(b) If there is no certification from the firm/company, then 50% will be included from the marks provided by the firm and 50% shall be evaluated by the respective Course Coordinators of the college by conducting appropriate theory and / or laboratory tests.

5 DURATION OF THE PROGRAMME

5.1 A student is ordinarily expected to complete the B.E. / B.Tech. Programme in 8 semesters (for HSC students) and six semesters (for Lateral Entry students) but in any case **not more than 14 Semesters for HSC (or equivalent) students and not more than 12 semesters for Lateral Entry students.**

5.2 Each semester shall normally consist of **75 working days or 540 periods of 50 minutes each.**



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The Head of the Institution shall ensure that every teacher imparts instruction as per the number of periods specified in the syllabus and that the teacher teaches the full content of the specified syllabus for the course being taught.

- 5.3** The Head of the Institution may arrange the conduct of **additional classes for improvement, special coaching, conduct of model test** etc., over and above the specified periods in the curriculum. The Semester End Examination will ordinarily follow immediately after the last working day of the semester, commencing from first semester as per the academic schedule prescribed from time to time.

$$\text{Percentage of Attendance} = \frac{\text{Total no. of periods attended in all the courses per semester}}{15 \times (\text{No. of periods / week as prescribed in the curriculum})} \times 100$$

taken together for all courses of the semester

- 5.4** The total period for completion of the programme reckoned from the commencement of the first semester to which the student was admitted shall not exceed the maximum period specified in **clause 5.1** irrespective of the period of break of study (**vide clause 18**) in order that he/she may be eligible for the award of the degree (**vide clause 16**).

6 COURSE REGISTRATION

- 6.1** Each student has to register for all courses to be undergone in the curriculum of a particular semester (with the facility to drop courses to a maximum of 6 credits (**vide clause 6.2**)). The courses dropped in earlier semesters can be registered in the subsequent semesters when offered.

The registration details of the student shall be approved by the Head of the Institution and forwarded to the Controller of Examinations. This registration is for undergoing the course as well as for writing the Semester End Examinations.

The courses that a student registers in a particular semester may include

- I. Courses of the current semester.
- II. Courses dropped in the lower semesters

The maximum number of credits that can be registered in a semester is 36.

However, this does not include the number of Re-appearance (U) and Withdrawal (WO) courses registered by the student for the appearance of Examination.

6.2 Flexibility to Drop courses

- 6.2.1** A student has to earn the total number of credits specified in the curriculum of the respective Programme of study in order to be eligible to obtain the degree

- 6.2.2** From the second to final semesters, the student has the option of dropping existing courses in a semester during registration. Total number of credits of such courses



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shall not exceed 6 per semester. The student is permitted to drop the course(s) within 30 days of the commencement of the academic schedule

- 6.2.3** From the V to VIII semesters, the student has the option of registering for additional courses in a semester. With regard to enrolling for B.E. / B. Tech. (Hons) or B.E. / B. Tech. Minor.

The total number of credits that a student can add in a semester is limited to 6, subject to a maximum of 2 courses. Maximum number of credits enrolled in a semester (Honours and Minor) shall not exceed 36. The online courses registered for B.E. / B. Tech. (Hons.) and B.E. / B. Tech. minor shall be over and above this 36 credits.

6.3 Choice of Professional Elective Courses

The professional Elective Courses are listed in the Curriculum in Table format as verticals (Specialisation groups). A student can choose all the Professional Elective Courses either from one of the verticals or a combination of courses from all verticals in a semester. For a professional elective course and open elective course, minimum number of students enrolment permitted shall be 10. However, the minimum number is not applicable for students enrolling B.E. /B. Tech. (Hons) and B.E. / B. Tech. Minor. For the offer of each professional elective at least two choices shall be offered.

6.4 Registration for Reappearance

- 6.4.1** If a student fails to secure a pass in any core course(s), he/she has to register for reappearance for those courses in a subsequent semester, till he/she secures a pass in such courses within the maximum permissible period.

- 6.4.2** However, if the student has failed in any of the professional elective, he/ she has the option to take up correspondingly some other professional elective, if permitted by the Head of the Department. The registration details of the students must be approved by the Dean-Academics and Head of Institution.

7 ATTENDANCE REQUIREMENTS FOR COMPLETION OF THE SEMESTER

- 7.1** A student 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 at least **75%** of the classes.

Therefore, he/she shall secure not less than 75% (after rounding off to the nearest integer) of overall attendance as calculated as per **clause 5.3**.

- 7.2** However, a student who **secures overall attendance between 65% and 74%** in the



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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 student 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.

This concession can be availed only for any two semesters during the entire course of the study.

- 7.3** A student who has not satisfied the attendance requirement as per clauses from 7.1 and 7.2 shall not be permitted to write the University 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.

8 FACULTY MENTOR AND CLASS ADVISOR

8.1 FACULTY MENTOR

To help the students in planning their courses of study and for general advice on the academic programme, the Head of the Department of the students will attach a certain number of students to a teacher of the Department who shall function as faculty mentor for those students throughout their period of study. The faculty mentor shall advise the students in registering and reappearance registering of courses, authorize the process, monitor their attendance and progress and counsel them periodically. If necessary, the faculty mentor may also discuss with or inform the parents about the progress / performance of the students concerned.

The responsibilities for the faculty Mentor shall be:

- To inform the students about the various facilities and activities available to enhance the students' curricular and co-curricular activities.
- To guide students on enrolment and registration of the courses.
- To authorize the final registration of the courses at the beginning of each semester.
- To monitor the academic and general performance of the students including attendance and to counsel them accordingly.

8.2 CLASS ADVISOR

There shall be a class advisor for each class. The class advisor will be one among the course-instructors of the class. He / She will be appointed by the Head of the Department concerned. The class advisor is the ex-officio member and the Convener of the class committee. The responsibilities for the class advisor shall be:

- To act as the channel of communication between the HoD and the students of the respective class.
- To inform the interpretation of Regulations to the students and their rights and duties.



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- To inform the students about the various facilities and curricular and co-curricular activities.
- To guide student's enrolment and registration of the courses.
- To authorize the final registration of the courses at the beginning of each semester.
- To monitor the academic and general performance of the students including attendance and to counsel them accordingly.
- To collect and maintain details of academic including feedback, training, scholarship, placement and co-curricular and extra-curricular activities of the students
- To collect and maintain various statistical details of students.
- To attend to the students' welfare activities like awards, medals, scholarships and industrial visits.

9 CLASS COMMITTEE

9.1 A Class Committee consists of teachers of the concerned class, student representatives and a chairperson who is not teaching the class with the overall goal of improving the teaching-learning process. The functions of the class committee include:

- Solving problems experienced by students in the class room and in the laboratories.
- Clarifying the regulations of the programme and the details of rules therein.
- Informing the student representatives, the "academic schedule" including the dates of assessments and the syllabus coverage for each assessment period.
- Informing the student representatives, the details of regulations regarding the weightage used for each assessment. In the case of practical courses (laboratory / project work / seminar etc.) the breakup of marks for each experiment/ exercise/ module of work, should be clearly discussed in the class committee meeting and informed to the students.
- Analyzing the performance of the students of the class after each test and finding the ways and means of improving the performance of the students.
- Identifying the slow learners, if any, in any specific subject and requesting the teachers concerned to provide some additional help or guidance or coaching to such students as frequently as possible.

9.2 The class committee for a class under a particular branch is normally constituted by the Head of the Department. However, if the students of different branches are mixed in a class (like the first semester which is generally common to all branches), the class committee is to be constituted by the Head of the Institution.

9.3 The class committee shall be constituted within the first week of each semester.

9.4 At least 4 student representatives (usually 2 boys and 2 girls) shall be included in the class committee



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- 9.5 The chairperson of the class committee shall invite the Class advisor(s) and the Head of the Department to the meeting of the class committee.
- 9.6 The Head of the Institution may participate in any class committee of the institution.
- 9.7 The Chairperson of the Class Committee is required to prepare the minutes of every meeting submit the same to the Head of the Institution within two days of the meeting and arrange to circulate among the concerned students and teachers. If there are some points in the minutes requiring action by the management, the same shall be brought to the notice of the management by the Head of the Institution.
- 9.8 The first meeting of the class committee shall be held within one week from the date of commencement of the semester, in order to inform the students about the nature and weightage of assessments within the framework of the Regulations.

Two or three subsequent meetings may be held in a semester at suitable intervals. **The Class Committee Chairperson shall display the cumulative attendance particulars of each student on the Notice Board at the end of every such meeting to enable the students to know their attendance details to satisfy the clause 6 of this Regulation.** During these meetings the student members representing the entire class, shall meaningfully interact and express the opinions and suggestions of the other students of the class in order to improve the effectiveness of the teaching-learning process.

10 Common Course Committee

Each common theory course offered to more than one discipline or group, shall have a "Course Committee" comprising all the teachers teaching the common course with one of them nominated as the course coordinator. The nomination of the course coordinator shall be made by the Head of the Department / Head of the Institution depending upon whether all the teachers teaching the common course belong to a single department or to several departments.

The first meeting of the Common Course Committee shall be held within fifteen days from the date of formation of the committee. The lesson plan, books and references to be followed shall be decided at the first meeting. Two or three subsequent meetings in a semester may be held at suitable intervals. In addition, the "Common Course Committee" shall meet to ensure uniform evaluation of continuous assessments after arriving at a common scheme of evaluation for the assessments (vide clause 10). Wherever feasible, the common course committee shall prepare a common question paper for the continuous assessment tests also. The question paper for the Semester End Examination is common and shall be set by the Course Coordinator, in consultation with all the teachers



11 SYSTEM OF EXAMINATION

- 11.1** Performance in each course of study shall be evaluated based on (i) continuous internal assessment throughout the semester and (ii) Semester End Examination at the end of the semester.
- 11.2** Each course, both theory, theory cum practical and practical (including project work & viva voce examinations) shall be evaluated for a maximum of 100 marks.
- 11.2.1** For all theory courses, the continuous internal assessment will carry 40 marks while the Semester End Examination will carry 60 marks.
- 11.2.2** For all theory courses with laboratory component, the continuous internal assessment will carry 50 marks while the Semester End Examination will carry 50 marks.
- 11.2.3** For all laboratory courses, the continuous internal assessment will carry 60 marks while the Semester End Examination will carry 40 marks.
- 11.2.4** The continuous internal assessment for the project work will carry 40 marks while the Semester End Examination will carry 60 marks.
- 11.3** Industrial Training and Seminar shall carry 100 marks and shall be evaluated through internal assessment only.
- 11.4** The Semester End Examination (theory, theory cum practical 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.
- 11.5** The Semester End 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.
- 11.6** For the Semester End Examination of practical courses including Project Work, the internal and external examiners shall be appointed by the Controller of Examinations.

12 PROCEDURE FOR AWARDING MARKS FOR INTERNAL ASSESSMENT

The weightage for continuous assessment for the theory subject is 40 %, for the laboratory 60% for the integrated course (Theory and Laboratory) 50% and for the project 40 % marks. The marks for these continuous assessments shall be awarded as per the following procedure:



Table 5

S.No	Category of course	Continuous Assessments	End-Semester Examinations
i.	Theory Courses	40 Marks	60 Marks
ii.	Theory Courses with Laboratory	50 Marks	50 Marks
iii.	Laboratory Courses	60 Marks	40 Marks
iv.	Project Work	60 Marks	40 Marks
v	All other EEC, EDI, Research Courses	100 Marks	

12.1 THEORY COURSES

Two assessments each carrying 100 marks shall be conducted during the semester by the Department / College concerned. The total marks obtained in all assessments put together out of 200, shall be proportionately reduced for 40 marks and rounded to the nearest integer (This also implies equal weightage to the two assessments).

Table 6

Assessment I (100 Marks)		Assessment II (100 Marks)		Total Internal Assessment
Individual Assignment /Case Study/Seminar / Mini Project /any other experiential Learning	Written Test	Individual Assignment /Case Study /Seminar /Mini Project/any other experiential Learning	Written Test	
40	60	40	60	200

***The weighted average shall be converted into 40 marks for internal Assessment.**

A minimum of two internal assessments will be conducted as a part of continuous assessment. Each internal assessment is to be conducted for 100 marks and will have to be distributed in two parts viz., Individual Assignment/ Case study/ Seminar/ Mini project / any other experiential learning and Test with each having a weightage of 40% and 60% respectively. The tests shall be in written mode. The total internal assessment marks of 200 shall be converted into a maximum of 40 marks and rounded to the nearest integer.

12.2 LABORATORY COURSES

The maximum marks for Internal Assessment shall be 60 marks in case of practical courses. Every practical exercise / experiment shall be evaluated based on conduct of experiment / exercise and records to be maintained. There shall be at least one test. The criteria for arriving at the Internal Assessment marks of 60 is as follows: 75 marks shall be awarded for successful completion of all the prescribed experiments done in the Laboratory and 25 marks for the test. The total mark shall be converted into a maximum of 60 marks and rounded to the nearest integer.



Table 7

Internal Assessment (100 Marks)*	
Evaluation of Laboratory Observation, Record	Test
75	25

12.3 THEORY COURSES WITH LABORATORY COMPONENT

Weightage of internal assessment and Semester End Examination marks will be 50% each. The distribution of marks for the theory and laboratory components in the Internal Assessments and Semester End Examination for different types of courses are provided in the table.8.

Table 8

L	T	P	C	Internal Assessment I	Internal s Assessment II	Semester End Examination (50%)
1	0	4	3	Lab (25%)	Theory (25%)	Lab only (50%)
1	0	2	2	Lab (25%)	Theory (25%)	Lab only (50%)
2	0	2	3	Theory (25%)	Lab (25%)	Theory (25%) Lab (25%)
3	0	2	4	Theory (25%)	Lab (25%)	Theory (35%) Lab (15%)
2	0	4	4	Theory (25%)	Lab (25%)	Theory (15%) Lab (35%)

The procedure for the conduct of internal assessments for theory and laboratory components shall be as per the clause 12.1 and 12.2 respectively.

The weighted average shall be converted into 50 marks for internal Assessment.

12.4 PROJECT WORK/ INTERNSHIP

The student shall register for Project Work in final semester. Project work may be allotted to a single student or to a group of students not exceeding 4 per group. The student is also permitted to undergo a semester long internship in an industry / academic/ research institution.

12.4.1 Project Work shall be carried out under the supervision of a “qualified teacher” in the Department concerned. In this context “qualified teacher” means the faculty member possessing (i) PG degree or (ii) Ph.D. degree.

12.4.2 The Project Work carried out in industry / academic/research institution shall be jointly supervised. The Project Work shall be jointly supervised by a supervisor of the department and an expert from the organization as a joint supervisor and the student shall be instructed to meet the supervisor periodically and to attend the review committee meetings for evaluating the progress. The review meetings, if necessary, may also be arranged in online mode with prior approval from the Head of the Institution and suitable record of the meetings shall be maintained.

12.4.3 The Head of the Institutions shall constitute a review committee for Project Work for



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each programme. The review committee consists of supervisor, an expert from the Department and a project coordinator from the Department. If the project coordinator/expert member happens to be the supervisor, then an alternate member shall be nominated. In the case of Industrial Project / Internship, the review committee shall consist of the supervisor, the coordinator from industry and the project coordinator from the Department.

There shall be three reviews conducted by the review committee. The student shall make presentation on the progress made by him / her before the committee. The total marks obtained in the three reviews shall be reduced for 60 marks and rounded to the nearest integer (as per the scheme given in 12.4.4).

- 12.4.4** The project report shall carry a maximum of 10 marks. The project report shall be submitted as per the approved guidelines as given by the Dean Academics. Same marks shall be awarded to every student within the project group for the project report. The viva-voce examination shall carry 30 marks. Marks are awarded to each student of the project group is based on the individual performance in the viva- voce examination.

Table 9: Continuous Assessment and Semester End Examinations

Continuous Assessment (60 Marks)			Semester End Examinations (40 Marks)			
Review I	Review II	Review III	Project Report	Viva-Voce Examination		
			External	Internal	External	Supervisor
20	20	20	10	10	10	10

In the case of industrial projects, the marks allotted for supervisor will be shared equally by the supervisor from the Department and coordinator from Industry.

- 12.4.5** The last date for submission of the project report is on the last working day of the semester. If a student fails to submit the project report on or before the specified deadline, it will be considered as fail in the Project Work and the student shall re-register for the same in the subsequent semester.
- 12.4.6** Students shall also undertake a start-up activity for the development of products as part of project work. If the outcome of a start-up is a fully developed product and whose concept is tested and validated, then it shall be considered in lieu of the project work. Such students shall submit a start up report, which includes the concepts and process flow of the developed product, publications and patents, if any. The evaluation of the start-up report is as per the clause 12.4.4.

12.5 OTHER EMPLOYABILITY ENHANCEMENT, EDI, RESEARCH COURSES



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- (a) The Seminar / Case Study / Mini Project, Idea and Simulation Lab, Prototype course is to be considered as purely INTERNAL (with 100% internal marks only). Every student is expected to present a minimum of 2 Presentations/Demonstrations per semester before the evaluation committee. The three-member committee appointed by the Head of the department, consisting of the course coordinator and two experts from the Department, will evaluate the seminar and at the end of the semester, the marks shall be consolidated and taken as the final mark.
- (b) The Industrial / Practical Training, Summer Project, Internship, shall carry 100 marks and shall be evaluated through internal assessment only. At the end of Industrial / Practical Training / Internship / Summer Project, the student shall submit an attendance certificate from the organization where he / she has undergone training and a brief report. The evaluation will be made based on this report and a viva-voce Examination, conducted internally by a three member Departmental Committee constituted by the Head of the Institution consisting of the course coordinator and two experts from the Department.
The certificates (issued by the organization) submitted by the students shall be attached to the mark list sent by the Head of the Institution to the Controller of Examinations.
- (c) For courses under EDI, Design Thinking , Research Methodology category, the evaluation shall be done with 100% internal marks and as per the following procedure. The three member committee appointed by the Head of the department, consisting of the course coordinator and two experts from the Department, will evaluate the Presentation.
- (d) For all the courses under Employability Enhancement Courses Category except the Project Work, the evaluation shall be done with 100% internal marks.

12.6 ASSESSMENT FOR VALUE ADDED COURSES

The value added course shall carry 100 marks and shall be evaluated through continuous assessments only. Two Assessments shall be conducted during the semester by the Department concerned. The total marks obtained in the tests shall be reduced to 100 marks and rounded to the nearest integer. A committee consisting of the Head of the Department, staff handling the course and a senior faculty member nominated by the Head of the Institution shall do the evaluation process. The list of students along with the marks and the grades earned shall be forwarded to the Controller of Examinations for appropriate action at least one month before the commencement of Semester End Examinations. **The grades earned by the students for Value Added Courses will be recorded in the Grade Sheet, however the same shall not be considered for the computation of CGPA.**



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12.7 Internal marks approved by the Head of the Institution shall be displayed by the respective HODs within 12 days from the last day of assessment exam.

12.8 Attendance Record

Every teacher is required to maintain an 'ATTENDANCE AND ASSESSMENT RECORD- Personal Logbook', which consists of attendance marked in each lecture or practical or project work class, the test marks and the record of class work (topic covered), separately for each course. This should be submitted to the Head of the Department periodically (at least three times in a semester) for checking the syllabus coverage and the records of test marks and attendance. The Head of the Department will put his/her signature and date after due verification. **At the end of the semester, the record should be verified by the Head of the Institution who will keep this document in safe custody (for five years).** The University or any inspection team appointed by the University may verify the records of attendance and assessment of both current and previous semesters.

12.9 Conduct of Academic Audit by every Institution

Every educational institution shall strive for a better performance of the students by conducting the internal assessments as mentioned in Clause 12.

In order to ensure the above, Academic Audit is to be done for every course taught during the semester. For the internal assessments conducted for each course as per details provided in Clause 12, the academic records shall be maintained in the form of documentation for the individual assignments / case study report / report of mini project submitted by each student and assessment test question paper and answer script. Report of industrial training / internship shall also be maintained, if applicable. For laboratory courses students' record shall be maintained. Further, the attendance of all students shall be maintained as a record.

The Head of the Institution shall arrange to conduct the Academic Audit for every course in a semester by forming the respective committees with an external course expert as one of the members drawn from a Technical institution of repute near the institute.

The University or any inspection team appointed by the University may verify the records of Academic Audit report of the courses of both current and previous semesters, as and when required.

13 REQUIREMENTS FOR APPEARING FOR SEMESTER END EXAMINATIONS

A student shall normally be permitted to appear for the Semester End Examinations for all the courses registered in the current semester (vide clause 6) if he/she has satisfied the semester completion requirements (as per clause 7).



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Further, examination registration by a student is mandatory for all the courses in the current semester and all arrear(s) course(s) for the Semester End Examinations failing which, the student will not be permitted to move to the higher semester.

A student who has already appeared for any course in a semester and passed the examination is not entitled to reappear in the same subject for improvement of grades.

14 PASSING REQUIREMENTS

14.1 A student who secures not less than 50% of total marks prescribed for the course [Internal Assessment + Semester End Examinations] with a minimum of 45% of the marks prescribed for the end-semester University Examination, shall be declared to have passed the course and acquired the relevant number of credits. This is applicable for both theory and laboratory courses (including project work).

14.2 If a student fails to secure a pass in a theory course / laboratory course (except electives), the student shall register and appear only for the Semester End Examination in the subsequent semester. In such case, the internal assessment marks obtained by the student in the first appearance shall be retained and considered valid for all subsequent attempts till the student secures a pass. However, from the third attempt onwards if a student fails to obtain pass marks (IA + Semester End Examination) as per clause 14.1, then the student shall be declared to have passed the examination if he/she secures a minimum of 50% marks prescribed for the Semester End Examinations alone.

14.3 If the course, in which the student has failed, in a Professional Elective or an Open Elective course, the student may be permitted to complete the same course. In such case, the internal assessment marks obtained by the student in the first appearance shall be retained and considered valid for all subsequent attempts till the candidate secures a pass. However, from the third attempt onwards if a candidate fails to obtain pass marks (IA + Semester End Examination) as per clause 14.1, then the candidate shall be declared to have passed the examination if he/she secures a minimum of 50% marks prescribed for the Semester End Examinations alone.

If any other Professional Elective or Open Elective course is opted by the student, the previous registration is cancelled and henceforth it is to be considered as a new Professional Elective or Open Elective course. The student has to register and attend the classes, earn the continuous assessment marks, fulfil the attendance requirements as per clause 7 and appear for the Semester End Examination.

14.4 If a student has submitted the project report but absent in the Semester End Examination of project work, the student is deemed to be failed. In this case and also if a student attends and fails in the Semester End Examination of Project work of B.E. / B.Tech, he/she shall attend Semester End Examination again within 60 days from the



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date of declaration of the results. The subsequent viva-voce examination will be considered as **reappearance** with payment of exam fee. In case, the student fails in the subsequent viva-voce examination also, the student shall redo the course again, when offered next.

- 14.5** The passing requirement for the courses which are assessed only through purely internal assessments (EEC courses except Project Work and laboratory), is 50% of the internal assessment (continuous assessment) marks only.
- 14.6** A student can apply for revaluation of the student's semester examination answer paper in a theory course, as per the guidelines of the COE on payment of a prescribed fee along with prescribed application to the COE through the Head of the Institution. The COE will arrange for the revaluation and the results will be intimated to the student concerned through the Head of the Institution. Revaluation is not permitted for laboratory course and EEC courses.

15 AWARD OF LETTER GRADES

The award of letter grades will be decided using relative grading principle. The performance of a student will be reported using letter grades, each carrying certain points as detailed below:

Table 12: Award of Letter Grades

Letter Grade	Grade Points*
O (Outstanding)	10
A + (Excellent)	9
A (Very Good)	8
B + (Good)	7
B (Average)	6
C (Satisfactory)	5
U (Re-appearance)	0
SA (Shortage of Attendance)	0
WD (Withdrawal)	0

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

"O", "A+", "A", "B+", "B", "C".

'SA' denotes shortage of attendance (as per clause 7.3) and hence prevented from writing the Semester End Examination. 'SA' will appear only in the result sheet.

"U" denotes that the student has failed to pass in that course. "WD" denotes withdrawal from the exam for the particular course. The grades U and W will figure both in the Grade Sheet as well as in the Result Sheet. In both cases, the student has to appear for the Semester End Examination as per the Regulations.



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If the grade **U** is given to Theory Courses/ Laboratory Courses it is not required to satisfy the attendance requirements (vide clause 7), but has to appear for the Semester End Examination and fulfil the norms specified in clause 14 to earn a pass in the respective courses.

If the grade **U** is given to EEC course (except Project Work), which are evaluated only through internal assessment, the student shall register for the course again in the subsequent semester, fulfil the norms as specified in clause 14 to earn pass in the course. However, attendance requirement need not be satisfied.

15.1.1 Relative Grading

For those students who have passed the course (theory course / laboratory integrated courses / theory integrated courses / all other EEC except laboratory course/ Project Work Courses), the relative grading shall be done. The marks of those students who have passed only shall be inputted in the software developed for relative grading. The evolved relative grading method normalizes the results data using the BOX-COX transformation method and computes the grade range for each course separately and awards the grade to each student. (theory course / laboratory integrated courses / theory integrated courses and all other EEC Courses). If the students' strength is greater than 30, the relative grading method shall be adopted.

15.1.2 Absolute Grading

- In all the courses, if the number of students who have passed the courses
- less than or equal to 30 then absolute grading shall be followed with the grade range as specified in the table.
- For the Project Work / Internship and Laboratory Courses, absolute grading procedure shall be followed as given in the Table below irrespective of the number of students who have passed the course.

Table 13: Grade range for absolute grading

O	A+	A	B+	B	C	U
91 - 100	81 - 90	71 - 80	61 - 70	56 - 60	50 – 55	< 50

- 15.2** For the Co-curricular activities such as National Cadet Corps (NCC)/ National Service Scheme (NSS) / NSO / YRC / Club, a 'completed' remark will appear in the Grade Sheet on successful completion of the same. Every student shall put in a minimum of 75% attendance in the training and attend the camp or events of the clubs compulsorily. The training and camp or club events shall be completed during the first year of the programme. However, for valid reasons, the Head of the Institution may permit a student to complete this requirement in the subsequent years. Successful completion of any one of the above co-curricular activities is compulsory for the award of degree.



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15.3 The grades O, A+, A, B+, B, C obtained for the one/two credit course (not the part of curriculum) shall figure in the Grade Sheet under the title 'Value Added Courses/Internship/Industrial training'. The courses for which the grades obtained are RA, SA will not figure in the Grade Sheet.

15.4 For the students who complete the Mandatory Course satisfying attendance requirement, the title of the Audit Course will be mentioned in the Grade Sheet. If the attendance requirement is not satisfied, it will not be shown in the Grade Sheet.

15.5 GRADE SHEET

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

- The college in which the student has studied.
- The list of courses registered during the semester and the grade scored.
- List of courses studied for Hons., minor and any other additional courses in which the student has passed with the grades under the title additional courses.
- The Grade Point Average (GPA) for the semester considering only the courses of curriculum (not the additional courses) and The Cumulative Grade Point Average (CGPA) of all courses registered from first semester onwards considering only the courses of curriculum (not the additional courses). However, for the students who have successfully completed the requirements of B.E. / B. Tech. (Hons) and B.E. / B.Tech. Minor vide **Clause 4.12**, grades scored in the six additional courses shall be taken into account for the computation of CGPA.
- During each semester, the list of curricular courses (not the additional courses) registered and the grades scored in each course are used to compute the Grade Point Average (GPA). GPA is the ratio of the sum of the products of the number of credits of curricular courses (not the additional courses) registered and the grade points corresponding to the grades scored in those courses, taken for all the courses, to the sum of the number of credits of all the courses in the semester. U grades will be excluded for calculating GPA and CGPA.

$$\text{GPA / CGPA} = \frac{\sum_{i=1}^n C_i GP_i}{\sum_{i=1}^n C_i}$$

where C_i is the number of Credits assigned to the course

GP_i is the point corresponding to the grade obtained for each course

n is number of all courses successfully cleared during the particular semester in the case of GPA and during all the semesters in the case of CGPA.



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15.5.1 If a student studies more number of professional and open electives than required as per the student's programme curriculum, the calculation of final CGPA shall be as **per 4.12.5 and 4.12.6**

15.5.2 If a student successfully completes all the requirements of the programme and also meets the requirements of B.E. / B. Tech. (Hons) or B.E. / B. Tech. Minor but desires not to opt for the additional qualification, then he/she has to submit a declaration with regard to the same 30 days before the completion of semester VIII.

15.5.3 In the consolidated grade sheet the CGPA earned shall be converted into percentage of marks as follows:

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

15.5.4 For the students who complete the Mandatory Course satisfying attendance requirement, the title of the Mandatory Course will be mentioned in the Grade Sheet.

16 ELIGIBILITY FOR THE AWARD OF THE DEGREE

16.1 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 Semester End Examinations and passed all the subjects within the period as prescribed in clause 5.1 and 5.1.1.
- III. Successfully passed any additional courses prescribed by the Dean- Academics whenever the student is readmitted under Regulations R-2024 from the earlier Regulations
- IV. Successfully completed the NCC / NSS / NSO / YRC / Club requirements.
- V. No disciplinary action pending against the student.
- VI. The award of Degree must have been approved by the authorized body of the University.



16.2 CLASSIFICATION OF THE DEGREE AWARDED

16.2.1 FIRST CLASS WITH DISTINCTION

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

- Should have passed the examination in all the courses of all the eight semesters (6 semesters in the case of Lateral Entry) in the student's First Appearance within five years (Four years in the case of Lateral Entry). Withdrawal from examination (vide Clause 17) will not be considered as an appearance.
- Should have secured a CGPA of not less than 8.50.
- One year authorized break of study (if availed of) is included in the five years (four years in the case of lateral entry) for award of First class with Distinction.
- Should not have been prevented from writing Semester End Examination in any of the courses of the Curriculum making up the total credit requirement.
- A student who satisfies norms given in clause 4.12 becomes eligible for classification of the degree with B.E./B.Tech. (Hons) and B.E./B.Tech. minor.

Details are provided in Table 14



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Table 14 Classification of the degree with B.E./B.Tech. (Hons) and B.E./B.Tech. minor for FIRST CLASS WITH DISTINCTION

Degree (i)	Duration of programme (ii)	Duration permitted (iii)	Additional credits above the requirement of curriculum (iv)	CGPA (v)	Pass in (vi)	Break of study (vii)	Prevention to write Semester End Examination	Withdrawal from writing Semester End Examination
B.E./ B.Tech (Regular)	4 years	5 years	-	8.50	First attempt	One year authorised break of study included in the Duration permitted (iii)	Not permitted	Will not be considered as an attempt
B.E./ B.Tech. Lateral Entry	3 years	4 years	-	8.50	First attempt	One year authorised break of study included in the Duration permitted (iii)	Not permitted	Will not be considered as an attempt
B.E./ B.Tech. (Hons)	3/4 years (Lateral entry, Regular respectively)	4/5 years (Lateral entry, Regular respectively)	18 credits from more than one verticals of the same programme	8.50	First attempt	One year authorised break of study included in the Duration permitted (iii)	Not permitted	Will not be considered as an attempt
B.E./ B.Tech (minor)	3/4 years (Lateral entry, Regular respectively)	4/5 years (Lateral entry, Regular respectively)	18 credits From any One vertical of the other Programme	8.50	First attempt	One year authorised break of study included in the Duration permitted (iii)	Not permitted	Will not be considered as an attempt



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16.2.2 FIRST CLASS:

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

Should have passed the examination in all the courses of all eight semesters (10 Semesters in case of Mechanical(Sandwich) and 6 semesters in the case of Lateral Entry) within five years. (Four years in the case of Lateral Entry).

One year authorized break of study (if availed of) or prevention from writing the Semester End Examination due to lack of attendance (if applicable) is included in the duration of five years (four years in the case of lateral entry) for award of First class.

- Should have secured a CGPA of not less than 6.50.
- A student who satisfies norms given in clause 4.12 becomes eligible for classification of the degree with B.E./B.Tech. (Honours) and B.E./B.Tech. minor. Details are provided in Table 15.



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Table 15 Classification of the degree with B.E./B.Tech. (Hons) and B.E./B.Tech. minor for FIRST CLASS

Degree (i)	Duration of programme (ii)	Duration permitted (iii)	Additional credits above the requirement of curriculum (iv)	CGP A (v)	Pass in (vi)	Break of study (vii)	Prevention to write Semester End Examination	Withdrawal from writing Semester End Examination (viii)
B.E./ B.Tech (Regular)	4 years	5 years	-	6.50	First attempt	One year authorised break of study included in the Duration permitted (iii)	Not permitted	Will not be considered as an attempt
B.E./ B.Tech. Lateral Entry	3 years	4 years	-	6.50	First attempt	One year authorised break of study included in the Duration permitted (iii)	Not permitted	Will not be considered as an attempt
B.E./ B.Tech. (Hons)	3/4 years (Lateral entry, Regular respectively)	4/5 years (Lateral entry, Regular respectively)	18 credits from more than one verticals of the same programme	7.50	First attempt	One year authorised break of study included in the Duration permitted (iii)	Not permitted	Will not be considered as an attempt
B.E./ B.Tech (minor)	3/4 years (Lateral entry, Regular respectively)	4/5 years (Lateral entry, Regular respectively)	18 credits From any One vertical of the other Programme	6.50	First attempt	One year authorised break of study included in the Duration permitted (iii)	Not permitted	Will not be considered as an attempt



16.2.3 SECOND CLASS:

Students who pursue B.E./B.Tech. in Regular mode or lateral entry mode or B.E./B.Tech. minor in specialisation of another discipline and who are not covered in clauses 16.2.1 and 16.2.2 and who qualify for the award of the degree (vide Clause 16.1) shall be declared to have passed the examination in Second Class.

16.2.4 A student who is absent in the Semester End Examination in a course / project work after having registered for the same shall be considered to have appeared in that examination (except approved withdrawal from end semester examinations as per clause 15) for the purpose of classification.

Student earned additional 18 credits as per Clause 4.12 (i) and (ii) but does not satisfy the conditions mentioned in 16.2.1 or 16.2.2 shall not be awarded B.E./B.Tech.(Hons.) In such case if the student becomes eligible for First Class, while computing CGPA with the Professional Elective / Open Elective courses with higher grades the student shall be awarded B.E. / B.Tech. in First Class only.

16.3 Photocopy / Revaluation

A student can apply for photocopy of his/her semester examination answer paper in a theory course, as per the guidelines of the COE, on payment of a prescribed fee through proper application to the Controller of Examinations through the Head of the Institutions. The answer script is to be valued and justified by a faculty member, who has handled the subject and recommend for revaluation with the breakup of marks for each question. Based on the recommendation, the student can register for the revaluation through proper application to the Controller of Examinations. The Controller of Examinations will arrange for the revaluation and the results will be intimated to the student concerned through the Head of the Institutions. Revaluation is not permitted for practical courses and EEC courses. A student can apply for revaluation of answer scripts for not exceeding 5 subjects at a time.

16.4 Review

Students not satisfied with Revaluation can apply for Review of his/ her examination answer paper in a theory course, within the prescribed date on payment of a prescribed fee through proper application to the Controller of Examinations through the Head of the Institution. Students applying for Revaluation only are eligible to apply for Review.

17 PROVISION FOR WITHDRAWAL FROM END-SEMESTER EXAMINATION

17.1 A student may, for valid reasons, (medically unfit / unexpected family situations /sports approved by the Chairman, Sports Board and the HOD) be granted permission to withdraw from appearing for the Semester End Examination in any



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course or courses in ANY ONE of the semester examinations during the entire duration of the degree programme. The application shall be sent to the COE through the Head of the Institutions with required documents.

- 17.2** Withdrawal application is valid if the student is otherwise eligible to write the examination (Clause 7) and if it is made within TEN days after the date of the examination(s) in that course or courses and recommended by the Head of the Institution and approved by the Controller of Examinations. For a student to withdraw from a course / courses, he/she should have registered for the course, fulfilled the attendance requirements (vide clause 7) and earned continuous assessment marks.
- 17.2.1** Notwithstanding the requirement of mandatory 10 days, applications for withdrawal for special cases under extraordinary conditions will be considered on the merit of the case.
- 17.3** In case of withdrawal from a course / courses, the courses will figure both in the Grade Sheet as well as in the Result Sheet. However, withdrawal shall not be considered as an appearance for the eligibility of a student for First Class with Distinction.
- 17.4** If a student withdraws from writing Semester End Examination for a course or courses, he/she shall register for the same in the subsequent semester and write the Semester End Examinations
- 17.5** If a student applies for withdrawal from Project Work, he/she will be permitted for the withdrawal only if the student has submitted the project report before the deadline. However, the student may appear for the viva-voce examination within 60 days after the declaration of results for Project Work and the same shall not be considered as reappearance.
- 17.6** Withdrawal is permitted for the Semester End Examination in the final semester, as per clause 16.2.1.
- 18** **PROVISION FOR AUTHORISED BREAK OF STUDY**
- 18.1** A student is permitted to go on authorised break of study for a maximum period of one year as a single spell.
- 18.2** Break of Study shall be granted only once for valid reasons for a maximum of one year during the entire period of study of the degree programme. However, in extraordinary situation the student may apply for additional break of study not exceeding another one year. If a student intends to temporarily discontinue the programme in the middle of the semester for valid reasons, and to re-join the programme in a subsequent year, permission may be granted based on the merits



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of the case provided he / she applies to the Head of the department, Dean-academics and Head of the Institution, Student Affairs in advance, but not later than the last date for registering for the Semester End Examination of the semester, through the Head of the Institution stating the reasons therefore and the probable date of re-joining the programme.

- 18.3** The student permitted to re-join the programme after break of study / prevention due to lack of attendance, shall be governed by the Curriculum and Regulations in force at the time of re-joining. The students re-joining in new Regulations shall register for additional courses, if any, as notified by the Institute under change of Regulations. These courses may be from any of the semesters of the curriculum in force, so as to bridge the curriculum in force and the old curriculum. In such cases, the total number of credits to be earned by the student may be more than or equal to the total number of credits prescribed in the curriculum in force.
- 18.4** The authorized break of study is included in the duration specified for passing all the courses for the purpose of classification (vide Clause 16.2).
- 18.5** The total period for completion of the Programme reckoned from, the commencement of the first semester to which the candidate was admitted shall not exceed the maximum period specified in clause 5.1 irrespective of the period of break of study in order that he/she may be eligible for the award of the degree.
- 18.6** If any student is prevented for want of required attendance, the period of prevention shall not be considered as authorized 'Break of Study' (Clause 18.1).
- 18.7** If a student in Full Time mode wants to take up a job / start-up / entrepreneurship during the period of study he/she shall apply for authorised break of study for one year. The student shall join the job / start-up / entrepreneurship only after getting approval of the same by the Dean Academics with due proof to that effect.
- 18.8** No fee is applicable to students during the Break of Study period.

19 DISCIPLINE

- 19.1** Every student is required to observe disciplined and decorous behaviour both inside and outside the college and not to indulge in any activity which will tend to bring down the prestige of the College. The Head of Institution shall constitute a disciplinary committee consisting of Head of Institution, Two Heads of Department of which one should be from the faculty of the student, to enquire into acts of indiscipline and initiate necessary action.
- 19.2** If a student indulges in malpractice in any of the Semester End Examination / Internal Assessment Test, he /she shall be liable for punitive action as prescribed by the college from time to time.



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20 RANK OF A STUDENT

A Candidate who qualifies for the Degree by passing the examination in all courses of the entire Programme in first attempt within a period of Four consecutive academic years can be given his/her position in the class as rank. The Rank is determined through CGPA from III Semester to VIII Semester. Students transferred from other institutions to Meenakshi Sundararajan Engineering College are not eligible for rank and students with history of arrears during the entire programme are not eligible for rank. The candidate who secures first position in the examination based on CGPA in corresponding programme will be given a rank certificate.

21 REVISION OF REGULATIONS, CURRICULUM AND SYLLABI

The college may from time to time revise, amend or change the Regulations, Curriculum, Syllabus and scheme of examinations after due approval of the Academic Council.

22 SPECIAL CASES

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