

Er. PERUMAL MANIMEKALAI COLLEGE OF ENGINEERING

(An Autonomous Institution, Affiliated to Anna University)

Koneripalli, Hosur - 635117



ACADEMIC REGULATIONS 2023

(R2023)

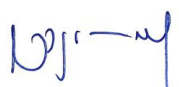
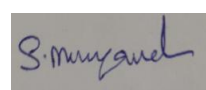
B.E./ B. Tech., M.E., MCA and MBA Programmes

(Version 1)

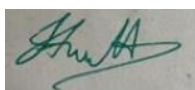
Applicable from July 2023 onwards

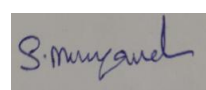
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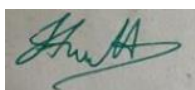
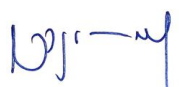
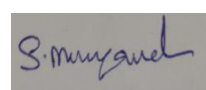
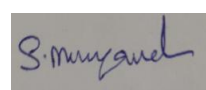




TABLE OF SYMBOLS AND ABBREVIATIONS

ACC	Academic Consultative Committee
AY	Academic Year
CAT	Continuous Assessment Test
CAM	Continuous Assessment Marks
CBCS	Choice Based Credit System
CO	Course Outcome
COE	Controller of Examinations
CGPA	Cumulative Grade Point Average
DAAC	Department Academic Advisory Committee
PAC	Programme Assessment Committee
DEC	Departmental Examination Committee
ERP	Enterprise Resource Planning Software
ESE	End Semester Examination
ESM	End Semester Examination Marks
OBE	Outcome Based Education
PO	Programme Outcome
PEO	Programme Educational Objective
SGPA	Semester Grade Point Average



1. PREAMBLE

The objective of conducting the Examinations is to build the confidence, developing self-analysis skills, promoting healthy competition, and stimulating learning. Exams teach students to manage their time and prepare for future challenges.

To regulate and conduct the exam smoothly regulations is essentially required. Students of current generation are much different from the students of the past in many ways. They want to be independent and like to make decisions on their own. Employers expect students to have the right attitude with diverse skill sets to work in a team. The present rigid, cohort system of learning doesn't allow the students in selecting the courses of their choice to become a holistic personality.

Our Institution Er. Perumal Manimekalai College of Engineering, established in the year 2002. Ever since its inception, the college is dedicated to the core of "Promotion of quality education with basic philosophy summed up as to be a center of learning, excelling in academics. Er. Perumal Manimekalai College of Engineering entered on an ambitious project starting them in July 2023 to develop a new Academic regulations, curricular framework and syllabi for its UG programmes.

2. SCOPE

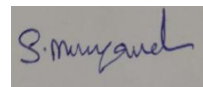
This Regulation is applicable to all the students admitted in to B.E./B.Tech./ M.E./ MCA/MBA programmes from the academic session 2023-2024 onwards.

3. PRELIMINARY DEFINITIONS AND NOMENCLATURE

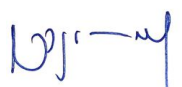
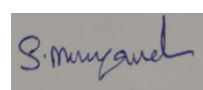
Table 1 Preliminary Definitions and Nomenclature

S. No.	Name	Definition
1.	Programme	Refers to UG/ PG Degree Programmes viz., B.E. / B.Tech./ M.E./ MCA/ MBA
2.	Discipline	Refers to Branch or Specialization in B.E. / B.Tech. Degree Programme, viz., Civil Engineering, Mechanical Engineering, etc.
3.	Course	Refers to Theory, Practical, embedded, project courses - Mathematics, Physics, Engineering Graphics, etc.
4.	Head of the Institution	Refers to the principal who is the authority of the Institution responsible for all the academic activities and for the implementation of relevant rules / regulations and Audit.
5.	Controller of Examinations (CoE)	Refers to the authority of the Institution who is responsible for all activities of the Continuous assessment and End Semester Examinations of the Institution





6.	Head of the Department	Refers to the Head of the Department concerned
7.	University	Refers to Anna University, Chennai
8.	Institution	Refers to Er Perumal Manimekalai College of Engineering
9.	L - T - P - C	Refers to Lecture, Tutorial, Practical and Credits respectively.
10.	Curriculum	Refers to the various components / courses studied in each programme that provide appropriate outcomes (knowledge, skills and attitude/ behaviour) in the chosen branch of study.
11.	Humanities, Management, Wellness and Extension (HMWE)	The program aims to foster an understanding of and appreciation for the humanities and social sciences among students.
12.	Basic Sciences (BS)	Courses include Mathematics, Physics, Chemistry etc.
13.	Engineering Sciences(ES)	Courses include Engineering Practices, Engineering Graphics, Basics of Electrical /Electronics / Mechanical /Computer Engineering, Instrumentatio etc.
14.	Professional Core (PC)	Courses include the core courses relevant to the chosen specialization / branch
15.	Professional Elective(PE)	Courses include the elective courses relevant to the chosen specialization/ Programme
16.	Open Electives (OE)	Open Elective (OE) courses include the courses which a student can choose from the curriculum of other B.E. / B. Tech. programmes and courses offered by the Departments under the Faculty of Science and Humanities Department of Management, MCA. These courses may be offered by internal /external experts.
17.	Project Work (PW)	Refers to the Capstone project done by a student or a group of students during the final year
18.	Department Academic Advisory Committee (DAAC)	The committee includes HoD, Senior faculty members, Class advisors, Experts from Academic and Industry.

4. ADMISSIONS

4.1 First year B.E./ B.Tech and Lateral entry

Our college Er. Perumal Manimekalai college of Engineering offers 4 year (8 Semesters) B.E. / B.Tech. degree programme affiliated to Anna University, Chennai, under Choice Based Credit System (CBCS) for regular students and 3 year (6 semesters) B.E./B.Tech. degree programme for lateral-entry students in the following branches of Engineering and Technology. The norms for admission, eligibility criteria such as marks, physical fitness and mode of admission will be as prescribed by the Anna University and College Academic Council from time to time.

Table 2.1 List of B.E./B.Tech Programmes offered

B.E Degree Programme	B.Tech. Degree Programme
Aeronautical Engineering	Artificial Intelligence and & Data Science
Civil Engineering	Chemical Engineering
Computer Science and Engineering	Computer Science and Business systems
Electrical and Electronics Engineering	Information Technology
Electronics and Communication Engineering	
Mechanical Engineering	
Mechatronics Engineering	

4.2 First year M.B.A

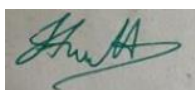
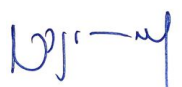
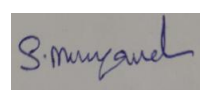
Our college Er. Perumal Manimekalai college of Engineering offers 2-year (4 Semesters) MBA degree programme Affiliated to Anna University, Chennai, under Choice Based Credit System (CBCS) for regular students' The norms for admission, eligibility criteria such as marks, physical fitness and mode of admission will be as prescribed by the Anna University and College Academic Council from time to time.

Table 2.2 MBA Programmes offered

MBA Degree Programme

4.3 First year M.E / MCA

Our college Er. Perumal Manimekalai college of Engineering offers 2 years (4 Semesters) M.E./ MCA degree programme affiliated to Anna University, Chennai, under Choice Based Credit System (CBCS) for regular students in the following branches of

Engineering and Technology & MCA. The norms for admission, eligibility criteria such as marks, physical fitness and mode of admission will be as prescribed by the Anna University and College Academic Council from time to time.

Table 2.3 List of M.E/ MCA. Programmes offered

M.E Degree Programme	MCA Degree Programme
Aeronautical Engineering	
Engineering Design	
Applied Electronics	
Computer Science and Engineering	
Power Electronics and Drives	

4.4 Readmission

Students under the Anna University 2021 regulations, who have discontinued for reasons other than disciplinary action, may be readmitted to 2023 regulation. Department Academic Advisory Committee (DAC) shall study and recommend on the exemption and addition of courses to be registered for, by the student concerned during re-admission. The details shall be forwarded to standing committee for approval and the committee's decision shall be final.

5. ACADEMIC STRUCTURE

A student after securing admission shall pursue B.E/B.Tech. programme for a minimum period of 4 academic years (8 semesters) and a maximum period of 7 years (14 semesters) starting from the commencement of the first semester.

For a student admitted in lateral-entry mode, the minimum and maximum period of study shall be 3 academic years (6 semesters) and 6 years (12 semesters) respectively starting from the commencement of the third semester.

5.1. Semester Structure

The regular semesters (Odd/Even) normally consist of about 90 working days.

5.2. Categorization of Courses and Credit distribution

Every B.E. / B. Tech. / M.E./MCA / MBA Programme will have a curriculum with syllabi consisting of theory and practical courses that shall be categorized as follows:

- i. Humanities, Management Courses, and Wellness, Extension Activities (HM) include

- Professional English, Management, Yoga, Meditation, Physical activities Tamil heritage etc.
- ii. Basic Sciences Courses (BS) include Mathematics, Physics, Chemistry, Environmental Science etc.
 - iii. Basic Engineering Courses (BE) include Engineering Practices, Engineering Graphics, Basics of Civil / Mechanical / Electrical / Electronics / Instrumentation, Computer Engineering, etc.
 - iv. Professional Core Courses (PC) include the core courses relevant to the chosen specialization/branch.
 - v. Professional Elective Courses (PE) include the elective courses relevant to the chosen specialization/ branch.
 - vi. Open Elective Courses (OE) include the courses offered by a Department to other branches, from the list specified in the respective curriculum of the B.E. / B. Tech.Programmes.
 - vii. Skill development Courses (SD) include Internship, Seminar, In - plant training, Value added courses, Professional development, Lecture by Industry professional, Case Study etc.
 - viii. Non-credit Mandatory courses (MC) includes Constitution of India, Ancient India, Women development etc.

Table 3.1 Credit Distribution for B.E/ B.Tech. Proramme.

S. No.	Abbreviations	Category	Credits distribution
1.	HM	Humanities, Management, Wellness & Extension	13 - 15
2.	BS	Basic Science	24 - 26
3.	BE	Basic Engineering	24
4.	PC	Professional Core	48 - 60
5.	PE	Professional Elective	18
6.	OE	Open Elective	16
	SD	Skill Development (Industry Lecture, Technical Skill development), Inplant training / Internship	
7.	PD	Professional Development	02
8.	PW	Project Work	11
9.	MC	Mandatory Courses	0
Total			162 - 165

Table 3.2 Credit Distribution for MCA

S. No.	Abbreviations	Category	Credits distribution
1	FC	Foundation course	04
2	PL	Professional Lab	12
3	PC	Professional Core	40
4	PE	Professional Elective	12
5	OE	Open Elective	03
6	PD	Professional Development	02
7	PR	Project Work	13
Total			86

Table 3.3 Credit Distribution for M.E.

S. No.	Abbreviations	Category	Credits distribution
1	FC	Foundation Courses, Research Methodology & IPR	04
2	PC	Professional Core	17- 25
3	PE	Professional Elective	12
4	OE	Open Elective	3
5	PL	Professional Laboratory	12
6	PD	Professional Development	02
7	PR	Project Work	18
Total			71 - 79

Table 3.4 Credit Distribution for MBA

S. No.	Subject Area	I	II	III	IV	Total Credits
		Credits per Semester				
1	Humanities and Management (HM)	02	02	-	-	04
2	Professional Lab (PL)	03	05	-	-	08
3	Professional Core (PC)	20	22	08	-	50
4	Professional Elective (PE)	-	-	18	-	18
5	Open Elective, Industrial Lecture, (OE/IL)	03	03	-	-	06
6	Professional Development, (Social Immersion & internship) (PD)	-	-	04	-	04
7	Project Work (PR)	-	-	-	12	12
Total		28	32	30	12	102

5.3 Credit assignment

Each semester curriculum shall normally have a blend of lecture courses and Laboratory integrated theory courses not exceeding 6, 2 Laboratory courses and 1 Skill development Course(s). However, the total number of courses per semester shall not exceed 10. Each Course shall have credits assigned as per the following table 4:

Table 4 Credit allocation

S. No.	Contact period per week	Credits
1.	1 Lecture Period /Week	1
2.	1 Tutorial Period/ /Week	1
3.	1 Laboratory Period (also for SD courses like Seminar / Project Work /Case study / etc.	0.5

In- plant Training/ Internship

Student may undergo In- plantl Training/ Internship and the credits earned will be indicated in the Grade Sheet.

Table 5 Skill Development (Total 6 credits)

S. No.	Type of skill	Credits
1.	In plant training/Internship (4 weeks)	2
2.	Technical skill development (2)	2
3.	Industry Lecture (2)	0
4.	Professional Development (2)	2
Total Credits		6

Details of the skill development Courses:

	Credits
1. In plant training/Internship (4 weeks)	2
2. Technical skill development courses	2
2 courses offered with one credit each	
30 hours of practical courses through latest technologies offered by the college Centre of Excellences, Industry, Research organizations 30 hrs of Workshop by the Professionals from Industry on latest technologies/Softwares	
3. Industry Lecture (2)	
2 Courses Offered with no credit	0
15 Hours of lectures by Professionals/Experts from Industry/Research organizations	
4. Professional Development	2
2 courses offered with 1 credit each	

Attitude, Goal setting, Communication skills, Interpersonal skills, Team work/Leadership qualities, Aptitude training (Verbal, Analytical, Logical reasoning)

5.4. Course numbering scheme

Each course is denoted by a unique code consisting of 9 alphanumeric characters. The details of the numbering scheme are in APPENDIX

5.5 Embedded course

An embedded course is a combination of theory component with the other components-viz Practical's, Project.

- The Course In-Charge preferably will be a single faculty for that batch who handles theory, practical and project/laboratory part.

5.6 Credit requirement for programmes

5.6.1 Credit requirement for B.E./B.Tech. programme

The total number of credits that a student earns during the period of study is called the total credits. For the successful completion of the B.E./B.Tech. Programme, a regular student must earn 160 - 170 credits (varies with the programme) in a minimum of eight Semesters, while a lateral-entry student must earn 115 -125 credits in a minimum of six semesters.

5.6.2 Credit requirement for M.E./MCA/MBA programme

The total number of credits that a student earns during the period of study is called the total credits. For the successful completion of the PG Programmes, a student must earn about 71-79 credits for M.E. 86 credits for MCA and 102 credits for MBA..

6. COURSE REGISTRATION

6.1 Online Course registration Process for Some Courses Offered in the odd and Even Semester

Students may be permitted to credit a maximum of two online courses, subject to a maximum of six credits, with the approval of the Head of the Dept./Institution in lieu of open elective / professional elective courses. The Head of the Institution shall form a three-member committee with members as HOD and a faculty member from the Department of the student, HOD of any other branch of the Institution to ensure that the student has not studied such courses and would not repeat it again as Professional Core/Professional Elective/Open Elective courses. Suitable online courses shall be chosen from the SWAYAM or UGC/AICTE/Anna University Recognized National/ International platform.

6.2 Course Registration

6.2.1 The following students have to register for Theory and Laboratory

- Those who have not permitted to attend the End Semester Examination (ESE) due to lack of attendance, in the regular semester
- Failed in the first reappearance of the course
- Has lack of attendance /failed in the course registered for, during previous summer/winter track

6.2.1.1 However, the following students may also opt to take courses:

- Has arrears in the regular semester, and opts to re-earn his/her Continuous Assessment Test (CAT)
- For final and pre-final year students, under special circumstances, DACcommittee will consider requests for registration of additional courses over and above the arrear course registration limits
- For all the courses registered by the student in the Summer/Winter track, he (she) should pay the prescribed fee, in addition to the regular semester fee.

6.3 Minimum and Maximum Credits for Course Registration

6.3.1 A student has to earn the total credits specified in the curriculum of the respective programme of study, in order to be eligible to obtain the degree. However, if the student wishes, then he/she is permitted to earn more than the total number of credits prescribed in the curriculum (for eg. Minor specialization and Honours degree).

6.3.2 The number of credits, most students are expected to register for, in a semester, will be about 20-24 credits, so that they complete the programme within the specified duration of the programme. However, a student can register for a maximum of 30 credits for those who register for Minor / Honours degree. Normally a student shall not be permitted to register for credits beyond the above specified limits.

6.3.3 Students shall register for the project work in the 7th and 8th semester in case of B.E./B.Tech. Students shall register for the project work in the 3th and 4th semester in case of M.E. / MCA/ MBA.

6.4 Arrear Course Registration

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 special exam or end semester 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 fourth attempt onwards if a student fails to obtain pass marks (IA + End Semester Examination), then the students shall be declared to have passed the examination if he/she secures a minimum of 50% marks prescribed for the University end semester examinations alone.

7. REQUIREMENTS FOR APPEARING FOR CONTINUOUS ASSESSMENT TESTS & END SEMESTER EXAMINATION OF A COURSE.

A student is expected to maintain 100% attendance in all courses. Considering the fact that a student may need leave due to ill-health or to attend some family emergency, he/she is permitted to maintain an attendance of 75% (i.e. absent for 25% of instructional hours) in each course. This 25% includes personal, casual, and official on duty leave, leave of absence (On Duty) for organizing events / seminars / workshops / YUGAM / Design competitions / participation in co-curricular / extra-curricular events / NSS & NCC camps, and any other valid reason. In case of medical reasons he/she is permitted to maintain minimum of 65% by producing medical certificate with the approval from the HOD/ Principal.

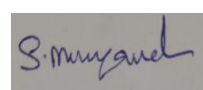
8. PROVISION FOR WITHDRAWAL FROM EXAMINATION

8.1 A student may, for valid reasons (medically unfit / unexpected family situations/Sports person representing Tamil Nadu / India with prior permission for participation from Principal / CoE / DAC), be granted permission to withdraw(after registering for the examinations) from appearing for a maximum of three course or courses in the End Semester Examination of a particular semester. The student may withdraw by following the due process of the CoE's office before the commencement of examination. This facility can be availed **only once** during the entire duration of the degree programme. In this case, it is not tested as arrear paper.

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

9. ASSESSMENT PROCEDURES FOR AWARDING MARKS

The total marks for each course generally (Theory, Practical, Embedded Course, Project Work) will be 100, comprising of two components namely Continuous Assessment



Test Marks (CAT) and End Semester Examination (ESE). However, there could be some open elective courses, human excellence courses, one credit industry courses, add-on courses and Mandatory courses that have only continuous assessment for 100 marks without an End-Semester Examination. The Department Consultative Committee (DAC) has to approve such courses every semester. The scheme of assessment may also be decided by the faculty handling the course concerned with the approval from DAC and shall be made available to the students during the online course registration. Each course shall be evaluated for a maximum of 100 marks as illustrated in Table 5

Table 6. Assessment weightage for different courses

S. No.	Type of Course	Continuous Assessment in %	End Semester Examination in %
1.	Lecture or Lecture cum Tutorial (Theory)	40	60
2.	Laboratory (Practicals)	60	40
3.	Theory with Practical	50	50

Passing Requirements:

A student who secures not less than 50% of total marks prescribed for the course [Continuous Assessment Test + End semester Examinations] with a minimum of 45% of the marks prescribed for the end-semester 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).

If a student fails to secure a pass in a theory course / laboratory course (except electives), the student shall register and appear for the end semester examination in the subsequent semester (or) Special exams conducted immediately after getting the results. 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 and is valid only for 3 attempts.

10. MARKS DISTRIBUTION

10.1 Marks Distribution for B.E. / B.Tech.

10.1.1 Marks distribution of continuous Assessment Test Marks (CAT) & End semester Exam Marks (ESE)

The mark distribution is dependent on the credit weightages of various components of the courses such as Theory, Lab, and Project. For English courses, the assessment

components will be defined by the English department from time to time, with the approval of the DAC. The questionpaper must follow Revised Bloom's Taxonomy action verbs and indicate expected knowledge level and course outcome (CO).

Table 7.1 Theory Courses

S. No	Assessment type	Internal Test (IT)			Assignment/ Case study/ Mini Project	Seminar Presentation	Total
		1	2	3			
1.	Continuous Assessment Test in %	25	25	25	12.5	12.5	100
2.	Continuous Assessment Test Marks	10	10	10	05	05	40

Table 7.2 Theory with practical Courses

S. No	Assessment type	Internal Test (IT)			Record and Viva-Voce	Total
		1 Theory	2 Theory	3 Lab. test		
1.	Continuous Assessment Test Marks	30	30	20	20	100
2.	End Semester Exam	Theory and practical exams. Conducted separately for 100 mark each.				

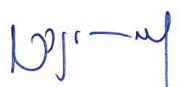
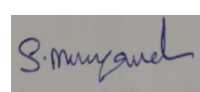
Table 7.3 Professional English Lab 1 and 2

S. No	Assessment type	Internal Test (IT)			Record	Total
		1	2	3		
1.	Continuous Assessment in Marks	25	25	25	25	100
2.	End Semester exam	75 (Listening & Writing)			25 (Speaking)	100

Evaluated by the two members committee from the Department Constituted by the HOD in the End Semester Examinations.

Table 7.4 Engineering Graphics

S. No	Assessment type	Each Internal Test (IT) 50 Marks then convert in to 20 Marks			Each Drawing Plate 10 Marks then convert in to 20 Marks	Total
		1	2	3		
1	Continuous Assessment	20			20	40
2	End semester exam	5 Questions each 20 Marks - Total 100 Marks converted in to 60				60

Note: 100 marks then converted in to 50 for CAT and ESE. 50 Marks for CAT and 50 marks for ESE.

10.1.1.1 Question paper pattern- theory courses

Table 7.5 Question paper pattern for end semester exam.

S. No	Assessment type	A	B	Total
1.	End Semester Exam in %	20	80	100 %
2.	End Semester Exam in no. of Questions	20 (10 x 2)	80 (5 x 16)	100 Marks

10.1.1.2 Criteria for assessment for lab courses for CAM & ESM

Table 7. 6 Practical Courses for CAM

S. No.	Assessment type	Practical - Experiments	Model Practical Test	Total
1.	Continuous Assessment in %	80	20	100
2.	Continuous Assessment in Marks	48	12	60

Note: Each experiment is evaluated for 100 Marks then the total for the all experiments are convert in to 48 Marks

Table 7.7 Practical Courses CAM & ESM

S. No.	Assessment Type	Observations	Calculations	Result/ Inference	Viva Voce	Record	Total
1.	Continuous Assessment Test	30	20	20	10	20	100
2.	End Semester Exam						

Note: 100 marks then converted in to 60 and 40 marks for Continuous Assessment and End Semester Exams respectively

10. 2. Marks Distribution for M.E./MCA

Question paper pattern for theory courses is given below in the table 7.6. Internal Mark allocation is same as B.E /B.Tech.

Table 7.8 Question paper pattern of M.E./MCA for end semester exam.

S. No.	Assessment type	A	B	C	Total
1.	End Semester Exam in %	20	80	15	100 %
2.	End Semester Exam in no. of Questions	20 (10 x 2)	65 (5 x 13)	15 (1 x15)	100 Marks

10.3. Marks Distribution for MBA

10.3.1 Marks distribution of continuous Assessment Exam (CAM) and End semester Exam (ESE)

For all theory, laboratory courses, theory courses with laboratory component and project work the continuous assessment shall be awarded as per the procedure given below:

10.3.1.1 Theory Courses:

Table 7.9 Continuous Assessment Marks for Theory Subject

Assessment	Assignment/ Case study	Seminar & Presentation	IT -1	IT -2	Model Exam	Total
Continuous Assessment Exam	Weightage					
	12.5%	12.5%	25%	25%	25%	100%
	Marks					
	5	5	10	10	10	40 Marks

Table 7.10 Details of Assessment of End semester examination

Assessment	Part (A)	Part (B)	Part (C)	Total
Continuous Assessment Exam	Weightage			
	20%	65%	15%	100%
	Marks			
	20 (10 x 2)	65 (5 x 13)	15 (1 x 15) (Case study from any one unit)	100 Marks

10.3.1.2 Laboratory Courses:

The maximum marks for Internal Assessment shall be 60 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 criterion for arriving at the Internal Assessment marks of 60 is as follows: 48 marks shall be awarded for successful completion of all the prescribed experiments done in the Laboratory and 12 marks for the model practical test. The total mark shall be converted into a maximum of 60 marks.

Table 7.11 Continuous Assessment Marks for Practical Subject

Assessment	Practical - Experiments	Model Practical Test	Total
Continuous Assessment Exam	Weightage		
	80%	20%	100%
	Marks		
	48	12	60 Marks

Each experiment is evaluated for 100 Marks, Total marks for all the experiments are converted to 48

End Semester Examinations (Practical Examination)

End semester practical examination will be conducted for 100 marks and converted to 40 marks

10.3.1.3 Theory and Practical Subject:

The maximum marks for Internal Assessment shall be 50 in case of Theory courses with Laboratory component. For a theory course with Laboratory component, there shall be four assessments: the first two assessments (each with a maximum of 100 marks) will be from theory portions and the third and fourth assessments (maximum marks 100 each) will be for Practical component. The sum of marks of all four assessments shall be reduced to 50 marks and rounded to the nearest integer.

Table 7.12 Details of Continuous Assessment Exam Marks for theory and Practical Subject

Assessment	IT - 1 Theory	IT -2 Theory	IT -3 Lab. Test	Record and Viva-Voce	Total
Continuous Assessment Exam	30	30	08	32	100

Note: 100 marks converted to 50

End Semester Examinations

Theory exam 60 (100 converted to 60)

Practical exam 40 (100 converted to 40)

Internal = 50 + End Semester Examinations = 50; Total = 100

Table 7.13 Details of Continuous Assessment Marks for Practical Subject

Observations	Calculations	Result/Inference	Viva - Voce	Record	Total
30	20	20	10	20	100

10.3.1.4 Business Communication (Laboratory)

Continuous Assessment

Table 7.14 Continuous Assessment Exam Marks for Business Communication lab

Test 1	Test 2	Test 3	Record	Total
25	25	25	25	100

Note: 100 Marks converted to 60

End Semester Exams. (Lab)

Table 7.14 End Semester Exam Marks for **Business Communication lab**

Listening & Writing	Speaking	Total
50	50	100

Evaluated by the three members committee from the Department Constituted by the HOD.

10.3.1.5 Other Courses

10.3.1.5.1 Evaluation of Seminar

The Seminar is to be considered as purely INTERNAL (with 100% internal marks only). Every student is expected to present a minimum of 01 seminar each during I and II semester before the evaluation committee and for seminar marks can be equally apportioned. A three-member committee appointed by Head of the Institution consisting of course coordinator and two experts from the Department will evaluate the seminar and at the end of the semester the marks can be consolidated and taken as the final mark. The evaluation shall be based on the Seminar paper (40%), Presentation (40%) and response to the questions asked during presentation (20%).

10.3.1.5.2 Evaluation of Summer Vacation -Industrial Training/ Internship

Summer internship will comprise of 4 weeks. The students will be working under a department appointed guide. The candidate shall submit an attendance certificate from the organization where he/she has undergone internship and a brief report. The evaluation for 100 marks will be carried out internally based on this report and a Viva- Voce Examination will be conducted by a Departmental Committee constituted by the Head of the Institution. In these 50 marks for the report and 50 marks for the viva voce examination.

10.3.1.5.3 Evaluation of Creativity and Innovation Laboratory

The creativity and innovation laboratory course is an activity-based course with both theoretical and practical content and is to be considered as purely INTERNAL (with 100% internal marks only). Each student is expected to present seminars and to come out with innovative products or services. This will be evaluated by the committee consisting of the faculty member(s) handling the course and another faculty on the department. In these 50 marks for the report and 50 marks for the presentation and Viva- Voce examination.

10.3.1.5.4 Social Immersion Project

Evaluated by the committee consisting of two faculty member 50 marks for the report, 50 marks for the presentation and Viva – Voce examination.

10.4 Project work.

10.4.1 Project Work for B.E/ B.Tech./ M.E./ MCA

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

The Head of the Department shall constitute a review committee for each programme. There shall be a minimum of three faculty members in the review committee. There shall be three reviews (as per **Table 8**) in total, during the semester by a review committee. The student shall make presentation on the progress made before the committee.

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

The Continuous Assessment Marks (CAM) and End Semester Examinations marks (ESM) for Project Work and the Viva-Voce Examination will be distributed as indicated in **Table 9**

Table 8 Allocation of Marks for final year B.E./ B.Tech.. Project

S. No.	Type of Course	Continuous Assessment %	End Semester Examination %	End semester Examination
1.	Project work	60 (3 Reviews)	20 (Evaluation by external examiner)	20 (Viva-Voce by both Examiners)

10.4.2 Project Work for MBA

The Project work is an important component of post-Graduate programmes. The Project Work has to be undertaken in the final semester. The Project work for M.B.A shall be pursued for a period of 12 weeks during the final semester, with an additional of maximum 4 weeks for report writing, the total project duration not exceeding 20 weeks.

The Project work shall be carried out under the supervision of a faculty member in the Department concerned. A student shall be permitted to work on projects in an

Industrial/Research Organization, on the recommendations of the Head of the Department. In such cases, the student shall be instructed to meet the supervisor periodically once every week and 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. The deadline for submission of final Project Report before the last working day of the semester in which project is done.

10.4.3 Evaluation of Project work

There will be a vice-voce Examination during End Semester Examinations conducted by a TWO members Committee consisting of One internal examiner and One external examiner. The internal examiner and the external examiner shall be appointed by the Controller of Examination. The distribution of marks for the internal assessment and End semester examination is given table 14

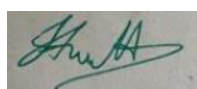
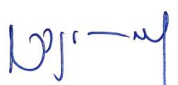
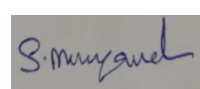
Table 9 Allocation of Marks for final year Project

Internal Assessment (60 Marks)			End Semester Examination (40 Marks)		
Review - I	Review - III	Review - III	Project Report Submission (20 Marks)	Viva - Voce (Rounded to 20 Marks)	
			External Examiner	Internal Examiner	External Examiner
20	20	20	20	10	10

If the student fails to obtain 50% of the internal assessment marks in the final project, he/she will not be permitted to submit the project report and has to register for the same in the subsequent semester.

If a student fails in the end semester examinations of the Final Project work of M.B.A., he/she shall resubmit the Project Report within 30 days from the date of declaration of the results. The resubmission of a project report and subsequent viva-voce examination will be considered as reappearance with payment of exam fee. For this purpose, the same Internal and External examiners shall evaluate the resubmitted report.

If a student has submitted the project report but did not appear for the viva-voce examination it is considered as fail and he/she will be permitted to resubmit the report within 30 days from the declaration of results and permitted for reappearance in viva-voce examination.

A copy of the approved Project Report after the successful completion of viva-voce examinations shall be kept in the library of the college / institution.

10.5 Malpractice

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 University / College.

In case of any serious disciplinary action which leads to suspension or dismissal, then a committee shall be constituted including one representative from Anna University, Chennai. In this regard, the member will be nominated by the University based on the request from the Head of the Institution. (If a student indulges in malpractice in any of the End semester / internal examination he / she shall be liable for punitive action as prescribed by the University from time to time.)

Two Heads of Department of which one should be from the faculty of the student, to enquire into acts of indiscipline and notify the University about the disciplinary action recommended for approval.

11. REMEDIAL MEASURES FOR ABSENCE FROM A CAT

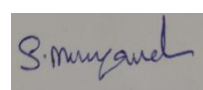
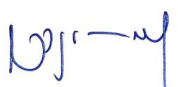
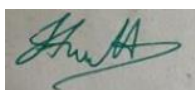
A student who has not appeared for a CAT (theory courses/ component of embedded courses) shall be permitted to be eligible for re-scaling only under the following conditions subject to PAC approval. The student shall apply to the PAC and the Same will approve the application for eligibility rescaling only for the following reasons:

- Absence due to prolonged illness of more than 7 working days or due to hospitalization (in-patient treatment)
- Absence due to death of immediate family members
- Absence due to participation in NCC/NSS/NSO camps only
- Absence due to participation and representation of college in Government conducted sports events, National level design competitions and off-campus placements with prior approval

12. TEMPORARY BREAK OF STUDY FROM A PROGRAMME

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). In case of arrears, it can be extended not more than 14 Semesters for HSC (or equivalent) students and not more than 12 semesters for Lateral Entry students.

Break of study is normally not permitted. However, if a student intends to



temporarily discontinue the programme in the middle of a semester / year for valid reasons (such as Internships, accident or hospitalization due to prolonged ill health) and wishes to re-join the programme in the next academic year, he / she shall apply in advance to the Principal through the Head of the Department, stating the reasons. The application shall be submitted not later than the last date for registering for the semester examinations. Break of study is permitted **only once** during the entire period of the degree programme.

The student permitted to re-join the programme after the break shall be governed by the rules and regulations in force, at the time of re-joining.

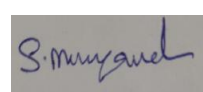
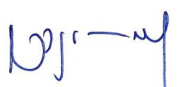
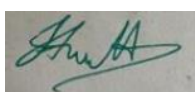
The duration specified for passing all the courses for the purpose of classification of degree (vide Clause 18) shall be increased by the period of such break of study permitted. If a student is detained for want of requisite attendance, academic progress and good conduct, the period spent in that semester shall not be considered as permitted Break of Study.

13. PASSING REQUIREMENTS FOR UG / PG DEGREE PROGRAMME

13.1 A student who secures not less than 50% of total marks prescribed for the course [Continuous Assessment Test (CAT)+ End semester Examinations] with a minimum of 45% of the marks prescribed for the end-semester 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).

13.2 If a student fails to secure a pass in a theory course / laboratory course (except electives) Professional elective, open elective the student shall register and appear for the special exams conducted after the results (or) end semester 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 fourth attempt onwards if a student fails to obtain pass marks (CAT + End Semester Examination) then the student shall be declared to have passed the examination if he/she secures a minimum of 50% marks prescribed for the University end semester examinations alone.

13.3 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 and appear for the end semester examination.



13.4 A student can apply for revaluation of the student's semester examination answer paper in a theory (or) Practical course, as per the guidelines of the COE on payment of a prescribed fee alongwith 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.

14 METHODS FOR REDRESSAL OF GRIEVANCES IN EVALUATION

Students who are not satisfied with the grades awarded in the End Semester Examination of Theory and Embedded Courses (with theory component) for regular and exams can seek redressal as illustrated in 10

Table 10 Grievance Redressal Mechanism

Sl. No.	Redressal Sought	Methodology	
		Regular exam	Arrear exam
1	Re-totalling	<ul style="list-style-type: none"> ▪ Apply for photo copy of answerbook ▪ Then apply for re-totalling 	<ul style="list-style-type: none"> • Apply for photo copy of answer book • Then apply for re-totalling.
2	Revaluation	<ul style="list-style-type: none"> • Apply for photo copy of answerbook • Then apply for revaluation after course expert recommendation 	Not permitted
3	Challenge of Evaluation	<ul style="list-style-type: none"> • Apply for photo copy of answerbook • Then apply for revaluation after course expert recommendation • Next apply for challenge of evaluation 	<ul style="list-style-type: none"> • Apply for photo copy of answer book • Then apply for challenge of evaluation after course expert recommendation

15 LETTER GRADE

Relative grading system is adopted in converting marks to grades.

15.1 Relative Grading Policy

All assessments of a course will be evaluated on Relative grading basis marks basis. However, for the purpose of reporting the performance of a candidate, letter grades, each carrying certain number of points, will be awarded as per the range given in Table11, based on the percentage of marks obtained by the candidate in each subject:

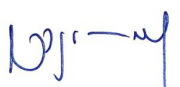
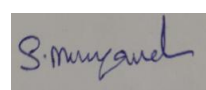




Table 11 Relative Grading – Letter Grade and its range

Letter Grade		Grade Points*
O	(Outstanding)	10
A +	(Excellent)	9
A	(Very Good)	8
B +	(Good)	7
B	(Average)	6
C	(Satisfactory)	5
RA	(Re-appearance)	0
SA	(Shortage of Attendance)	0
W	(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". 'RA' indicates that Reappearance, P – Pass, F- Fail for that course concerned. 'SA' denotes shortage of attendance (as per Clause 9) and hence prevented from writing the End Semester Examination. P and F are grades for mandatory, but non-credit courses.

15.2 Grading for mandatory courses

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

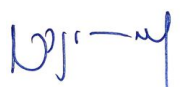
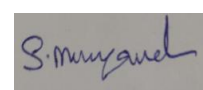
15.2.1 For Mandatory non-credit courses the student must satisfy the minimum attendance requirement & passing criteria as specified for the course. These courses do not carry credits but needs to be completed to fulfil the degree requirements.

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

15.3 Grade sheet

After results are declared, Grades will be Calculated based on Relative grading system. Grade Sheets will be issued to each student which will contain the following details:

- Our college name

- The list of courses registered during the semester and the grade scored.
- The Grade Point Average (GPA) for the semester and
- The Cumulative Grade Point Average (CGPA) of all courses enrolled from first semester onwards.

GPA for a semester is the ratio of the sum of the products of the number of credits acquired for courses and the corresponding points to the sum of the number of credits acquired for the courses in the semester. CGPA will be calculated in a similar manner, considering all the courses registered from first semester. RA grades will be excluded for calculating GPA and CGPA.

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

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.

16 ELIGIBILITY FOR THE AWARD OF DEGREE

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

- Successfully gained the required number of total credits as specified in the curriculum corresponding to the student's programme within the stipulated time (162 - 170 Total credits).
- Successfully completed the course requirements, appeared for the End - Semester examinations and passed all the subjects within the period as prescribed in clause 5.1 and 5.1.1.
- Successfully passed all the additional courses prescribed in the curricula whenever the student is readmitted under Regulations R-2023 from the earlier Regulations.
- Successfully completed wellness and Extension activities through the NCC / NSS / NSO / YRC / Science Club / Literature Club / Fine Arts Club and other clubs of the college.

- No disciplinary action pending against the student.
- The award of Degree must have been approved by the Syndicate of the University.

17 CLASSIFICATION OF B. E/ B. TECH./ M.E/ MCA/ MBA

17.1 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 within the stipulated 4 years period (6 semesters in the case of Lateral Entry) in the student's First Appearance within four and 3 years for lateral Entry Withdrawal from examination 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) maximum period is 5 years and 4 years for lateral entry.
- Should NOT have been prevented from writing end semester examination due to lack of attendance in any semester.

For M.E./ M. Tech. and M.C.A/ MBA

- Should have passed the examination in all the courses of all the four semesters in the student's First Appearance within three years, which includes authorised break of study of one year (if availed). Withdrawal from examination (vide Clause 18) will not be considered as an appearance.
- Should have secured a CGPA of not less than 8.50.
- Should NOT have been prevented from writing end Semester examination due to lack of attendance in any of the courses.

17.2 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 6 semesters in the case of Lateral Entry) **within four years**. and three years in the case of Lateral Entry.
- One-year authorized break of study (if availed of) maximum duration is 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**.

For M.E./ M. Tech. and M.C.A/ MBA

- Should have passed the examination in all the courses of all four semesters within three

years, which includes one year of authorized break of study (if availed) or prevention from writing the End Semester Examination due to lack of attendance (if applicable).

- Should have secured a CGPA of not less than 6.50

17.3 SECOND CLASS

All other students not covered the above who qualify for the award of the degree shall be declared to have passed the examination in **Second Class**.

18 AWARDS OF DEGREE

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

19 DISCIPLINE

Every student is required to maintain discipline and decorum both inside and outside the institution campus. They shall follow all the rules and regulations and should not indulge in any activity which can tarnish the reputation of the University or Institution. The principal shall refer any act of indiscipline by students to the Discipline and Welfare Committee and other appropriate committees for action.

20 SPECIAL PROVISIONS

20.1 Professional / Technical certification courses

Department shall list DAC- approved, nationally or internationally recognized professional certification courses with prometric testing viz., like SWAYAM/NPTEL courses (online mode/ offline or in-campus for a minimum of 6weeks' duration or 45 hours). Students who wish to obtain certification from the enlisted courses, may do so subject to a maximum of three credits.

- After the student successfully completes a Professional /Technical certification course, the DAC shall map it to a Professional elective on open elective course and transfer the credits appropriately, if the student applies for credit mapping.
- In case of credits earned through online mode from a University/Institution approved by the respective Department Advisory Committee (DAC), the credits may be transferred after due approval procedures.
- Normally students may be permitted to complete only two professional certification courses with total 6 credits.

20.2 Guided self-study of professional elective (pe) course

If a student, after his/her second year of study, has no history of arrears and his/her CGPA

is greater than 8.0, then he/she is eligible to register for one professional elective course of his/her programme as a guided self-study course with the approval of DAC. This shall be allowed only once during the entire period of study.

One faculty member approved by the DAC shall be responsible for the periodic monitoring and evaluation of the student(s) who has/have registered for the guided self-study of the Professional Elective course. Though the student need not attend the classes, he/she shall appear for continuous assessment tests, submit assignments and appear for End Semester Examination (ESE).

20.3 Minor specialization

Minor Specialization Modules can be offered individually or jointly by Departments including those who do not run undergraduate programmes. Students can opt for specializations from other / interdisciplinary programmes and earn minor specialization in addition to their major programme of study.

- A minor specialization is a set of six courses for a total of 18 credits, offered by a Departments and registered for, by students of other departments.
- The minor specialization modules along with the sequence (if any) and semester offerings will be listed by the departments and could be taken by the students starting from their third year programme onwards. Upon completion of all courses in a specialization module, it will be indicated as a minorspecialization in the consolidated mark statement of the institution. CGPA/SGPA of these courses will be calculated and listed separately in the grade sheet. The credits earned for the minor specialization courses will be over and above the minimum specified for graduation for the registered programme of the student.

20.4 Honours degree

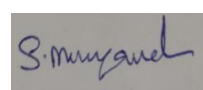
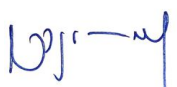
Six additional courses with 18 credits are to be completed within the department starting from 5th semester to 8 semester apart from the minimum credits specified by the department.

20.5 In-plant training and Internship

The students may undergo training or internship during 4th semester and 6th semester vacation at Industry/ Research organization / University (after due approval from the Mentor, Class advisor and DAC). It has to be completed in two slots, 2 weeks (Minimum of 30 hours / week) each, total of 4 weeks (120 Hours).

20.5.1 For MBA - In - plant Training and Internship

The students may undergo training or internship during summer / winter vacation at



Industry/ Research organization / University (after due approval from the Mentor, Class advisor and DAC) In this case, the internship/training should be undergone continuously (unbroken) in one organization. Normally no extension of time period is allowed. However, DAC may consider exception on a case-to-case basis.

The students need to undergo Summer Internship for a period of continuous 4 weeks in an organization/ Research organization / Educational institution / industry (after due approval from the Head of the Institution) after the completion of the second semester examination. Students shall get approval from the Head of the Institution and the Certificate of completion of Internship shall be forwarded to CoE.

Attendance Certificate signed by the competent authority of the industry, as per the format shall be submitted to the Head of the Institution. The attendance certificate shall be forwarded to COE, Er. Perumal Manimekalai College of Engineering by the Head of the Institution for processing results.

Table 12 Duration of Internship and Credit details

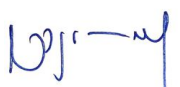
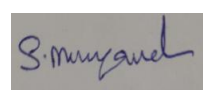
Duration of Internship	Credits
4 Weeks	2
*1 Week = 40 Internship Hours	

20.6 Technical skill development course offered by external/internal expert

Students can register for technical skill development course for a minimum of 30 periods (Practical) during 6th and 7th semester . Experts from the industry/Institution may design such specialized one-credit courses based on the current technical skill requirements. The DAC shall review and approve the syllabus, course plan, and pedagogy and assessment pattern for the course. One credit courses can also be offered by internal experts i.e faculty members from other departments (not belonging to the specific discipline of the programme) also can offer such courses to the students with the approval of DAC

20.6.1 Assessment for technical skill development courses

- A one - credit course shall carry 100 marks and shall be evaluated through report (50 Marks) and Viva -Voce exams (50 Marks) by the internal and external.
- The Head of the Department may identify a faculty member as the coordinator for the course. A committee consisting of the Head of the Department, faculty handling the course (if available), coordinator and a senior Faculty member nominated by the Head of the Department shall monitor the evaluation process.

20.7 Evaluation of Industry Lecture

Industry lecture is evaluated by the Internal examiner through Viva - Voce examinations which will carry 100 marks. But at the same time this course will not be included for CGPA calculations, pass is a must for the awarding the degree (For pass 50 % required)

20.8 Evaluation of Professional Development

Evaluated this course by the Internal examiner. For this course Continuous assessment marks will be 60 and End semester exam Marks will be 40 (Aptitude test through online or Regular mode).

20.9 Wellness courses

This course is designed to teach students the fundamentals of yoga and meditation and to participate in physical, fine arts activities 30 hours of participation during 1st and 2nd semester and no credit is assigned.

20.10 Extension activities

All students shall enroll, on admission, in any one of the personality and character development programmes of NCC/NSS/NSO/YRC or the following clubs but this will be zero credit course:

- 1) Literature club (Tamil/English)
- 2) Science club
- 3) Fine Arts club
- 4) Go green club etc.
- 5) NCC/NSS/NSO/YRC will have activities related to social and physical and services in and around College/Institution.
- 6) Each and every student to engage with 30 hours of the above Extension activities during 3rd and 4th Semester and there is no credit assigned.
- 7) Activities shall include awareness on Literacy, Environmental issues, hygiene, health and first-aid and to study the implementation of State and Central governments schemes through Panchayat and NGOs for the upliftment of poor and rural people.
- 8) Science club shall organise activities of popularization of science and scientific temper.
- 9) Fine Arts Club and G0 green clubs shall organise music, painting and documentary films with social themes.



20.11. Include Term paper writing for M.E**Table 13** Details of allocation for term paper writing

S. No.	Include term paper writing	Marks
1.	Literature review	10
2.	Originality	10
3.	Content	20
4.	Conclusion	10
5.	Contribution / Novelty	10
6.	Seminar Presentation	20
7.	Viva - Voce	20

Evaluated by the committee consist of 3 members nominated by the HOD

21 REVISIONS OF REGULATION AND CURRICULUM

The institution may from time-to-time revise, amend or change the Regulations, scheme of Examinations and syllabi, if found necessary. Academic Council assisted by Board of Studies and Standing Committee will make such revisions / changes and the same has to be approved by the Governing body.

