

**REGULATIONS FOR
ADVANCED PG DIPLOMA (FULL-TIME) IN LIFE SCIENCE TECHNOLOGIES
2017 – 2018**

FACULTY OF ENGINEERING AND TECHNOLOGY
SRM INSTITUTE OF SCIENCE AND TECHNOLOGY
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	INDEX TO REGULATIONS	
	Regulation	Page No.
R.1.0	Admission	1
R.2.0	Structure of the Advanced PG Diploma Programme	1
R.3.0	Registration and Enrolment	1
R.4.0	Maximum Duration of the Programme	1
R.5.0	Withdrawal from the programme	1
R.6.0	Discipline	2
R.7.0	Attendance	2
R.8.0	Assessment Procedure and System of Tests	3
R.9.0	End Semester Examination	3
R.10.0	Reappearance in End semester Examination	3
R.11.0	Course Wise Grading of Students	4
R.12.0	Method of awarding letter grades	4
R.13.0	Declaration of Results	5
R.14.0	Re-view of answer scripts	5
R.15.0	Course Repetition	5
R.16.0	Grade Card	5
R.17.0	Eligibility for Award of the Advanced PG Diploma Degree	6
R.18.0	Change of Regulations	6

ADVANCED PG DIPLOMA REGULATIONS - 2018
(For students admitted from the academic year 2017 – 18)

REGULATIONS

R.1.0 Admission

- R.1.1 The number of seats in the Advanced PG Diploma programme for which admission is to be made in the Faculty of Engineering and Technology will be decided by the Board of Management of SRM Institute of Science and Technology (SRMIST).
- R.1.2 Admission to the Advanced PG Diploma programme in any year will be based on the results of SRMIST screening test and interview.
- R.1.3 The minimum qualification for admission to Advanced PG Diploma programmes should be an M.Sc / M.Tech in life sciences / M.VSc degree. The qualifying degree should be from a university recognized by SRMIST. The minimum percentage of marks would be 60% or a CGPA score of 6.
- R.1.4 Candidates have to fulfil the medical standards required for admission as set out by the SRMIST.
- R.1.5 The selected candidate will be admitted to the Advanced PG Diploma programme after he / she fulfils all the admission requirements as indicated in the letter of admission after making the payment of the prescribed fees.
- R.1.6 If, at any time after admission, it is found that a candidate has not fulfilled all the requirements stipulated in the offer of admission, the Director (E&T) may revoke the admission of the candidate and report the matter to the Vice Chancellor.

R.2.0 Structure of Advanced PG Diploma Programme

- R.2.1 The courses in the Advanced PG Diploma programme consists of 1) Three Core courses, 2) Training and 3) Project Work. All courses are compulsory.
- R.2.2 Advanced PG Diploma programme will have a curriculum and course contents (syllabi) proposed by the Board of Studies and approved by the Academic Council.
- R.2.3 The medium of instruction, examination and project reports shall be in English.

R.3.0 Registration and Enrolment

The process of signing up for courses is called registering. Students are enrolled after they pay the prescribed fees. For a student to attend classes he/she has to complete both registration and enrolment. All students shall formally register for all the courses.

R.4.0 Maximum Duration of the Programme

The maximum duration of the programme is one year (2 semesters).

R.5.0 Withdrawal from the programme

A student may be permitted by the Director (E&T) to withdraw from the programme only if the stipend received so far is returned to the SRMIST.

R.6.0 Discipline

R.6.1 Every student is required to maintain discipline and decorous behaviour both inside and outside the SRMIST campus and not to indulge in any activity that will tend to bring down the prestige of the SRMIST.

R.6.2 Any act of indiscipline of a student is first to be considered by the Discipline and Welfare Committee of the Department/School for necessary action. If the issue demands more serious consideration, the act of indiscipline will be reported to the Director (E&T), and he will refer it to the Discipline and Welfare Committee of the SRMIST, constituted by the Vice Chancellor.

The Committee will enquire into the charges and recommend suitable action if the charges are substantiated. The Director (E&T) will take appropriate action on the recommendation of the Discipline and Welfare Committee.

R.6.3 Director (E&T) may suspend a student pending inquiry depending upon the prima facie evidence.

R.6.4 Appeal: The student may appeal to the Vice Chancellor whose decision will be final and binding.

R.7.0 Attendance

R.7.1 Attendance is the physical presence of the student in the class. It is a well-observed fact that the students who score good grades are those who attend classes regularly. Therefore, the students must strive to attend all the classes without fail.

R.7.2 Every teaching staff member handling a class will take attendance till 3 calendar days before the last instruction day in the semester.

R.7.3 A student must maintain an attendance record of at least 85% in individual courses. Without the minimum attendance of 85%, in any course, students become ineligible for stipend and end semester examination in that course.

R.7.4 The minimum attendance requirement of 85% allows a student the facility to use the balance 15% to account for illnesses, permitted assignments such as job interviews, inter university sports meets, inter-collegiate/inter-university competitions, accidents, unforeseen emergencies etc. An attendance of 85% in a course (except in cases governed by R.11.6) is considered to be the minimum required for a student to get just enough input on the course syllabus through class room contact hours to make him / her eligible to appear in the end semester examination for that course.

R.7.5 The teacher shall announce the particulars of all students who have attendance less than 85% in that course in the class. Copies of the same should also be sent to the Director (E&T), and Dean (SBE). The students who have less than 85% attendance will not be permitted to sit for the end semester examination.

R.7.6 Condonation of Attendance: In rare and genuine cases, a committee consisting of Pro-Vice Chancellor, Director(E&T) and Dean (SBE) will examine the case and recommend suitably to the Vice Chancellor, who may give condonation of attendance in deserving cases but in any case not more than 10%.

R.8.0 Assessment Procedure and System of Tests

- R.8.1 The complete academic performance of a student is evaluated internally by the concerned course instructors / departments except the project work which will have an evaluation component by external examiners.
- R.8.2 The student's performance in each course, in general, is evaluated based on in-semester assessment (internal marks) and end semester examination.
- R.8.3 The assessment method is further detailed below:

a. Core courses

Assessment tool	Weightage
Test I	25%
Model Test	25%
End semester Examination	50%

b. Training Evaluation

Assessment tool	Weightage
Carrying out laboratory work, attendance, and submission of record, class tests, model examination, quizzes etc.	60%
End semester practical examination	40%

c. Project Evaluation

Advanced PG Diploma projects as far as possible should be socially relevant and research oriented ones. Each student is expected to do an individual project. The project work is carried out during second semester. At the completion of a project the student will submit a project report, which will be evaluated (end semester assessment) by duly appointed examiner(s). This evaluation will be based on the project report and a viva voce examination on the project.

Assessment	Tool	Weightage
In Semester	Review I	10
	Review II	15
	Review III	35
End Semester	Final viva voce examination	40

R.9.0 End Semester Examination

- R.9.1 There will be one end semester examination for courses categorized under R.8.3.a
- R.9.2 A student should have appeared for the end- semester examination of the prescribed courses falling under R.8.3.a and appeared for the final viva voce examination for the project work (R.8.3.b) to become eligible for the award of the grade in the respective courses.

R.10.0 Reappearance in end Semester Examination

Since this is a one year Advanced PG Diploma programme Students who have failed in a particular course cannot reappear for that course and their candidature would be terminated.

R.11.0 Course Wise Grading of Students

R.11.1 Letter Grades and Grade Points (GP)

Based on the semester performance, each student is awarded a final letter grade at the end of the semester in each Course. The letter grades and the corresponding grade points are as follows:

Letter Grade	Grade Points	Mark Range
O (Outstanding)	10	91-100
A+ (Excellent)	9	81-90
A (Very Good)	8	71-80
B+ (Good)	7	61-70
B(Above Average)	6	56-60
C (Average)	5	50-55
F (Fail)	0	<50 Failure due to insufficient marks in the course
Ab(Absent)	0	Failure due to non-appearance in examination
I (Incomplete)	0	Failure due to insufficient attendance in the course

- R.11.2 A student is considered to have completed a Course successfully or achieved a pass grade and earned the credits if he secures a letter grade other than F or Ab or I in that Course. **A letter grade F or Ab or I in any Course implies a failure in that Course.**

R.12.0 Method of Awarding Letter Grades.

- R.12.1 The internal marks awarded to the students are first normalized and combined with the normalized marks of end semester examination. Subsequently letter grades are awarded for the normalized marks as indicated below:

Letter Grade	Grade Points	Remarks
O (Outstanding)	10	--
A+ (Excellent)	9	--
A (Very Good)	8	--
B+ (Good)	7	--
B(Above Average)	6	--
C (Average)	5	--
F (Fail)	0	<50 Failure due to insufficient marks in the course
Ab(Absent)	0	Failure due to non-appearance in examination
I (Incomplete)	0	Failure due to insufficient attendance in the course

The detailed methodology of normalization of internal marks as well as marks in the end-semester examinations shall be formulated by the Controller of Examinations.

- R.12.2 To pass in a course with earnable credits a student has to score a minimum of 50% of the total normalized marks secured in both the internal and end semester examination.

R.13.0 Declaration of Results

Normalized marks are referred to the Result Passing Board for the finalization of results. Controller of Examinations assigns letter grades and announces the results.

R.14.0 Re-view of answer scripts

In case any student feels aggrieved on the final outcome of the assessment in any course, the student shall apply to the Controller of Examinations, along with the prescribed fee, for the review of end semester examination answer script, within the stipulated time after the announcement of the results of the examinations. The COE shall facilitate the review of the answer script jointly to be carried out by the student and the faculty detailed for this purpose. If any discrepancy is noticed during review the same shall be rectified and the originally awarded grade accordingly amended.

R.15.0 Course Repetition

A student has to pass all courses and course repetition is not permitted.

R.16.0 Grade Card

The grade card issued by the Controller of Examinations at the end of the semester to each student will contain the following:

- a) The credits for each course registered for that semester,
- b) The letter grade obtained in each course
- c) The attendance code in each course
- d) The total number of credits earned by the student up to the end of that semester in each of the course categories
- e) The Cumulative Grade Point Average (CGPA) of all the courses taken from the first semester.

The SGPA (Semester Grade Point Average) will be calculated according to the formula

$$SGPA = \frac{\sum_{i=1}^n C_i \times (GP)_i}{\sum_{i=1}^n C_i}$$

Where C_i = credit for the i th course, $(GP)_i$ = the grade point obtained for the i th course, n = total number of courses and the sum is over all the courses taken in that semester, including those in which the student has secured F or Ab or I grades.

For the cumulative grade point average (CGPA) following formula is used:

$$CGPA = \frac{\sum_{i=1}^r S_i \times (SGPA)_i}{\sum_{i=1}^r S_i}$$

where S_i = Sum of credits in i th semester, $(SGPA)_i$ = Grade Point Average earned in i th semester and r = number of semesters and the sum is over all the semesters under consideration.

- R.16.1** Class/Distinction will be awarded to the students after they successfully complete the P.G. Diploma programme as per norms given in the following table:

Category	CGPA	Class / Distinction
Students who successfully complete the P.G. Diploma programme within the time duration of 2 semesters	≥ 5 & < 5.5	Pass
	≥ 5.5 & < 6	Second Class
	≥ 6 & < 8.5	First Class
	≥ 8.5	First Class with Distinction

R.17.0 Eligibility for Award of the Advanced PG Diploma Degree

A student shall be declared to be eligible for the award of the M.Tech degree if he/she has

- a) Registered and successfully passed all the courses and projects as per the curriculum.
- b) No disciplinary action pending against him/her

R.18.0 Change of Regulations

The academic council of SRMIST may from time to time revise, amend or change the regulations, scheme for examinations and syllabi if found necessary.