

K.L.N. COLLEGE OF ENGINEERING, POTTAPALAYAM- 630612

Sivagangai District

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

KLNCE R-2020 Amendments -I

Reference : Minutes of the third Academic Council meeting held on 31st July2021 through online mode.

EXISTING	PROPOSED
<p>Online Courses (UG-Clause 4.9 & PG-Clause 3.7) Students may be permitted to undergo online courses (which are provided with certificates) with the approval of Head of the Department. Students may be permitted to credit any approved online course instead of elective courses subject to a maximum of three credits for each course. The approved list of online courses will be provided by Academic council from time to time. The details of online courses taken by the students should be sent to the COE through HOD within one month from the commencement of the classes. Copies of the online course certificates should be submitted to the Head of the Department.</p>	<p>Online Courses (UG-Clause 4.9 & PG-Clause 3.7) Students may be permitted to undergo online courses (which are provided with certificates) with the approval of Head of the Department. Students may be permitted to credit any approved online course (8/12 weeks) instead of elective courses subject to a maximum of three credits for each course. The approved list of online courses will be provided by Academic council from time to time. The student needs to obtain certification or credit to become eligible for writing the End Semester Examination to be conducted by Controller of Examinations. The details of online courses taken by the students should be sent to the COE through HOD within one month from the commencement of the classes. Copies of the online course certificates should be submitted to the Head of the Department.</p>

ANNEXURE II

Guidelines for conducting value added courses

A Value added course offered by the department should not be a course listed in the curriculum of any programme offered in the Institution.

Course Structure:

1. The request for approval of syllabus along with the schedule for the value added course should be communicated to Head Academic courses at least 30 days before the date of commencement of the course. The Syllabus (15 / 30 periods), Schedule and the Details of Faculty handling the course approved by Chairman Academic Council.
 - a. The course offered should not be the same as any course listed in the curriculum of the respective programme/ or any other programme offered in the institution.
 - b. The value added courses may be also conducted during weekends / vacation period.
 - c. The course can be offered only for the students studying V/VI/VII semester of UG programmes.
 - d. Industry experts / eminent academicians from other Institutes are eligible to offer the value added course.
 - e. The course can be offered only if there are atleast 5 students opting for it.
 - f. The course can either be a theory course or a theory course with practical components.
 - g. The students may be allowed to take value added courses offered by other departments after obtaining permission from Head of the Department offering the course.

Duration

2. The duration of value added courses is 15 (30) periods.

For the one (two) credit courses either 15 (30) periods of theory or a combination of theory and laboratory may be offered. Where, 2 periods of laboratory = 1 period of theory.

Evaluation

3. The value added courses shall carry 100 marks and shall be evaluated through internal assessments only.
 - a. Two Assessments shall be conducted preferably one in the middle and the other at the end of the course by the Department concerned.
 - b. The duration of assessment is one hour each.

- c. The total marks obtained in the tests shall be converted to 100 marks and rounded to the nearest integer.
- d. 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 monitor the evaluation process. The list of students along with the marks and the grades earned may be forwarded to the Controller of Examinations.
- e. The senior faculty member nominated for the course is responsible for maintaining and processing the records with regard to assessment marks and results.

Passing Requirement and Grading

- 4. The passing requirement for value added courses shall be 50% of the marks prescribed for the course (Internal assessment only)
 - a. The grades O, A+, A, B+, B obtained for the one/two credit shall figure in the Mark sheet under the title 'Value Added Courses'. The other grades RA, SA will not figure in the mark sheet.
 - b. The credits earned through value added courses shall not be considered for calculating GPA and CGPA.
 - c. The credits earned through value added courses shall not be considered for classification of degree.

Maximum Number of Courses

- 5. A student can earn a maximum of 2 credits during the entire programme of study by attending one two credit course or two one credit courses which would be over and above the required maximum number of credits for the award of the degrees.

APPLICATION FOR CONDUCTING VALUE ADDED COURSES-FORM I

1. Name of the Department :
2. UG programme :
3. **DETAILS OF THE VALUE ADDED COURSES** :
 - a. Name of the Value Added Courses :
 - b. Type of Value Added Courses : (Theory/Lab/Lab integrated Theory/Others)
 - c. Short Description : Enclosure 1 enclosed - YES / NO
 - d. Syllabus including Reference : Enclosure 2 enclosed - YES /NO

 - e. Name of the Coordinator :
 - f. Date of conduct of value added course :
4. **TARGET AUDIENCE** :
Semester (indicate if more than one)
Others
5. **DETAILS OF FACULTY HANDLING THE COURSE** :
 - a. Name of the Faculty handling the Value Added course :
 - b. Details including designation and Expertise : Enclosure 3 enclosed - YES /NO
 - c. Contact details :
Email ID :
Phone No :
6. **Tentative Time Table** including dates of internal assessments Enclosure 4 enclosed - YES / NO
7. Number of students opting for the course :
8. Department Consultative Committee-Minutes : Enclosure 5 enclosed - YES / NO
9. Name and Designation of the Coordinator :

Head of the Department
(with date & seal)

Head -Academic Courses

Controller of Examinations

DETAILS OF COMPLETION OF VALUE ADDED COURSE-FORM II

1. Name of the Department :
2. Name of the Value Added Course offered :
3. Name of the Faculty offered the course : Academic / Industry
4. Name of the Coordinator :
 Email :
 Contact :
5. Date of Conduct of Value Added Course :

Details of students attended the course :

S.No	Name of the student	Reg.No.	Programme	Semester	Marks	Grade

Faculty Handling the Course (If Available)

Senior Faculty nominated by HOD

Class Committee Chairperson

Coordinator

**Head of the Department (with date
& seal)**

ANNEXURE III
Guidelines for the Registration of Online Course

1. Approval should have been obtained from Online Course Review Committee (OCRC) and Academic Council (AC) to enroll for a new online course in the previous semester. The evaluation methodology of the online course shall be also specified by the OCRC at the time of approval.
2. Three credits can be earned through online course, subject to the approval of OCRC and Academic Council.
3. Enrollment for online course should be done in the previous semester itself along with other courses after getting due approval as mentioned above. Registration has to be done in the current semester along with other courses.
4. The student undergoing online course can be evaluated in the following ways:
 - Needs to either receive a certification or earn credits to become eligible to write end semester examination.
 - The assessment is through End Semester Examination only.
 - Credits earned from the online course can also be directly transferred to the respective programme of the candidate after getting due approval from OCRC and AC.
5. A faculty who registered as NPTEL Mentor for the course will be responsible for the evaluation of the course.
6. The student can earn 3 credits through an online course instead of one of the elective courses, subject to the condition that the student should not have already registered or shall not register the similar course prescribed in the regular curriculum.
7. The OCRC approval (for the new online courses only) and the student application is to be forwarded to the Academic Council.

Online Course Application Form

(To be submitted by the student to the Department for approval)

Name of the Student & Registration Number:

Semester and Branch :

Name of the programme (UG / PG) :

1. Whether already registered or completed a self-study course*

(If Yes, then UG students shall not register for online course) :

Yes
No

2. Name of the online course :

3. Name of the SWAYAM Portal offering online course :

4. Whether the syllabus of the online course is enclosed

5. Number of credits offered by the online course :

6. Whether the nature of evaluation of the online course

by the offering SWAYAM Portal is prescribed

Yes
No

If yes, proof to that effect is to be attached

7. Whether an elective is to be dropped from registration

Yes
No

8. If Yes, then Details of Elective Course to be dropped: :

Course Code, Course Name, Semester

Signature of the Student

Signature of the faculty In-charge

Signature of the HoD

* **UG degree programme: A student can register for a maximum of either one online course *or* one self-study course**

* **PG Degree programme: A student can register maximum of one online course *and* one self-study course**