

Students' Performance Criteria

Institute of Engineering Technology
Katunayake

1. ADMISSION

Admission requirements

The admission requirements to follow the Engineering Programme at IET, is three simple passes from Advanced Level physical stream. (Combined Mathematics, Physics, Chemistry)

Only full-time students are admitted to this programme.

Enrollment procedure

As stated in the government gazette notification.

2. PROGRAMME CONTENT

An Overview

The programme of study leading to the award of the Course Certificate in the fields of Electrical and Electronic Engineering, Mechanical Engineering, Marine Engineering and Civil Engineering consists of:

1. A common engineering core extending over the first semester
2. Specialisation extending over the next four academic semesters and the three phases of industrial training.
3. The number of credits was given as electives for the students to specialise in sub fields within the main stream.

Credits and Academic Load

Each module is assigned a credit value that represents the expected workload. For a typical module offered over a semester, one credit is allocated for one academic lecture hour per week, or two assignment hours, that may include tutorials, laboratory work, field work or design work as per IESL guidelines. The 24 week per phase duration for industrial placement is assigned six credits, out of which two credits will be taken for GPA calculation.

Credit requirements for graduation

The student should satisfy the following requirements to be graduated,

- Total number of credits should be earned as follows

Specialization	GPA Credits	NGPA Credits
Electrical and Electronic Engineering	120	12
Civil Engineering	120	12
Mechanical Engineering	120	12
Marine Engineering	127	12

- Six (6) GPA credits and twelve (12) NGPA credits from the Industrial Training.
- Overall Grade Point Average (OGPA) of 2.0 or above
- Completion of any other mandatory requirements prescribed by the IET.

Type of Modules

- 1. Compulsory modules(C):** These modules must be completed by all students in a particular field of specialisation. Earning these credits is mandatory for course completion.
- 2. Elective modules (E):** These modules are not compulsory, but a minimum combination of these modules must be completed as specified in the curriculum for specializing in a sub field.

Allocated Hours

Hours allocated for laboratory classes, tutorials or assignments are indicated in the curriculum under the column Lab/Assignments in the form of number of hours assigned per number of weeks. For example, 3/2 indicates that three hours are allocated every two weeks.

3. ATTENDANCE POLICY

A minimum 80% attendance for lectures is compulsory to be eligible to sit for each subject of the corresponding end-of-semester examination. **If there is no end of semester examination component for a particular subject, there is a final assessment as decided by the Lecturer / Examiner and a minimum 80% attendance for lectures is compulsory to be eligible to face for the final assessment.** Any form of concession is not allowed for attendance for lectures/labs and absence from Examinations may be considered only for reasons on medical grounds. In such a case the student or his/her guardian shall submit a valid Medical Certificate covering the period from a Qualified Government Medical Officer together with supporting documents. If medical leave is granted, the student can sit for the examination with next batch as first attempt candidate after completing attendance requirements.

A minimum of 24 weeks should be completed out of 26 weeks by the trainee for the eligibility to the final assessment of each phase of the training. If the training period is less than 24 weeks, the trainee should cover the rest of the period as decided by the board of studies, IET.

4. METHOD OF ASSESSMENT

The last column of the curriculum indicates the relative weight of marks allocated to the semester end written examination (**WE**) and the continuous assessment component (**CA**).

The continuous assessments may take the form of in-class tests, quizzes, take-home assignments, or reports. For each module, the course outline and a weekly plan are given at the beginning of the semester. Laboratory work of the respective theory modules are assessed on a continuous basis in the semester, and not at the end of the Semester. It is compulsory to get minimum 50% marks for

the each continues assessment component (**CA**) to pass the subject, if available for the particular module. (All CA components are compulsory)

Performance criteria

Table: Designated Grades and Grade Points

Numerical Scale of Grades %	Grade	Grade Point	Level of Performance
85 and above	A+	4.0	Excellent
75 to 84	A		
70 to 74	A –	3.7	Good
65 to 69	B+	3.3	
60 to 64	B	3.0	
55 to 59	B –	2.7	Pass
50 to 54	C+	2.3	
45 to 49	C	2.0	
Below 45 only WE components	I-we	0.0	Incomplete
Below 50 only CA components	I-ca	0.0	Incomplete
Below 45 WE and below 50 CA components	F	0.0	Fail

The Semester Grade Point Average (SGPA) is the average weighted sum (weighted according to the number of credits allocated to each subject)of grade points earned for individual modules, calculated according to

$$SGPA = \frac{\sum_i(n_i \times g_i)}{\sum_i n_i},$$

Where n_i denotes the number of credits, and g_i denotes the grade points, assigned for the i^{th} module.

No special repeat examinations are held and students repeating modules are expected to register and complete those modules at a later semester when they are offered. The modules on laboratory practice and projects are treated in a similar manner. However, continuous assessment components of a module may be resubmitted within the semester itself upon failure of the initial submission.

Academic probation

The student is put on academic probation if,

1. The student obtains an SGPA (Semester Grade Point Average) of less than 1.5
- OR**
2. The student obtains an OGPA (Overall Grade Point Average) of less than 2

He / She is not allowed to proceed unless his/her OGPA is upgraded to 2.00 and SGPA is upgraded to 1.5.

Academic warning

The student is put on academic warning if the student obtains an SGPA between 1.99 and 1.50. Such a student can proceed to the next semester only if his/her OGPA is more than 2.00.

A student failing either the CA or the WE components receives an incomplete Grade "I", and is required to repeat the failed component only. If a student fails both CA and WE components, he/she receives an F grade, and must repeat both components in order to earn the respective credits. The maximum grade awarded for a re-sit module will be a "C", and it will be used for calculating the SGPA.

Anyhow the maximum time period given to an apprentice to complete all examinations is 8 years from the date of commencement of the course. (This is known as Eight year rule)

Examination malpractices (as mentioned under clause 7) will be dealt by the board of studies on individual basis. If an examination malpractice is confirmed, the board of studies will decide the punishment to be given depending on the nature of the malpractice.

The normal punishment for copying cases is the cancellation of result of particular semester. He/she is not allowed to proceed unless his/her OGPA is upgraded to 2.00 and SGPA is upgraded to 1.5 in next attempt.

Board of studies can decide more severe punishment like suspension of the appearing for exams by one or more years depending on the nature of the examination offense.

Board of studies can decide punishments regarding malpractices (as mentioned under clause 7) at Industrial Training.

Board of studies can decide punishments regarding malpractices (as mentioned under clause 7) at Continues Assessments.

However, the final decision maker is Board of Studies of Institute of Engineering Technology, Katunayake.

5. TERMINATION OF APPRENTICESHIP TRAINING

- (i) Special Apprentices admitted to follow the Engineering Course at IET will not be terminated as a result of their failure in academic examinations or industrial training evaluations (subjected to eight year rule). In cases such as indiscipline, dishonesty, examination malpractices etc..., each case will be considered individually and decision will be taken by the Governing Council of IET on the recommendation of board of studies of IET - Katunayake, if termination is necessary.
- (ii) If an apprentice has not fulfilled the **80%** minimum attendance requirement for one subject at least in particular semester, his apprenticeship will be terminated if he fails to submit valid reason for the absence. The validity of the reason forwarded by the student will be assessed by the board of studies and board of studies will forward their recommendations to Governing Council to decide, whether he will be allowed to continue with a next batch (batch missed) or to terminate the apprenticeship.

- (iii) If an apprentice has not fulfilled the **50%** minimum attendance requirement for particular industrial training session at least, his apprenticeship will be terminated if he fails to submit valid reason for the absence. The validity of the reason forwarded by the student will be assessed by the board of studies and board of studies will forward their recommendations to Governing Council to decide, whether he will be allowed to continue with a next batch (batch missed) or to terminate the apprenticeship.

However the final decision maker regarding termination is Governing Council as per the recommendation of Board of Studies of Institute of Engineering Technology, Katunayake.

Module Codes and Responsible Departments

The module code consists of two letters and four digits. The first two letters of the module code represent the relevant area or the department responsible for the delivery and conduct of the module. The first digit represents the semester, the next two digits represent the subject number within the given semester, and the last digit represents the revision version.

Table: Area/Department Codes

Code	Department
CE	Civil Engineering
EE	Electrical and Electronic Engineering
MA	Mathematics
ME	Mechanical Engineering
MN	Management
MR	Marine Engineering

6. EFFECTIVE DATE OF AWARD

The effective date of the award of the certificate shall be the last day of the month of the satisfactory completion of the graduation requirements, as confirmed by the IET.

7.

7.1 Examination Malpractices

- Possession of unauthorized materials
- Disorderly conduct of grave nature
- Copying
- Attempting to obtain improper assistance or cheating
- Impersonation
- Aiding and abetting in the commission of these offences
- Removal of examination stationary

7.2 Malpractices in Industrial Training

- Cheating
- Copying
- Impersonation
- Indiscipline behaviour at Industry

7.3 Malpractices in Continues Assessments (including practical sessions)

- Possession of unauthorized materials
- Disorderly conduct of grave nature
- Copying
- Attempting to obtain improper assistance or cheating
- Impersonation
- Aiding and abetting in the commission of these offences