

Office of Dean Academics
Pondicherry Engineering College

Instructions for Maintaining the PDC Records and Submission to Dean(Examinations)

- As per the Regulations, the Credits and Grades earned by a student in the *Professional Development Courses* (PDC) will appear in the Eighth / Fourth / Sixth Semester *Grade Card* for B.Tech / M.Tech / M.C.A Programmes respectively. In this regard, HoDs of the Engineering Departments are required to keep the records related to *Professional Development Courses* completed by the students and submit the same in the prescribed Proforma to the Dean (Examinations) before the *Final Semester Examinations*.
- HoDs shall keep the records for PDC courses completed by each one of the students in the *Prescribed Forms* (refer *Guidelines for Professional Development Courses available in the Academic Portal*). These records should be compiled and kept in the department for any future clarifications.
- The details of PDC courses will appear in the final semester Grade Card as illustrated below:

<i>Professional Development Courses</i>				
<i>Sl.No.</i>	<i>PDC Code & Type</i>	<i>PDC Title</i>	<i>Credit</i>	<i>Grade</i>
1	PDC01 - Industrial Training/Internship	Chennai Petroleum Corporation Ltd., Chennai	1	A
2	PDC02 - Specific Field Knowledge Training	NPTEL – Soft Nano Technology	1	S
3	PDC06 – Foreign Language	German Language	1	A
4	PDC04 – Journal Paper Publication	' <i>Paper Title</i> ', <i>Journal Name</i>	1	S

- HoDs shall submit the details of the PDC courses (*PDC Code & Type, PDC Title, Credit and Grade*) completed by a batch of *Final Year Students* in the prescribed format (*.xls file mailed to the HoDs*) to the Dean (Examinations) before the *Final Semester Examinations*.
- If a student has earned more credits than the *Prescribed Minimum* (*Three credits for B.Tech /Two Credits each for M.Tech and M.C.A*) under the PDC category, then only the details of those PDC courses in which the student has scored higher grades will be submitted by the HoD for recording in the *Final Semester Grade Card* giving the benefit of higher CGPA to the student.
- However, if a student who has earned more credits than the Prescribed Minimum wishes that all the PDC courses be recorded in the Final Semester Grade Card and counted for calculation of CGPA (*even if it results in reduction of CGPA*), then HoD shall submit the details of all the PDC courses for recording in the *Final Semester Grade Card* after taking an Under Taking from the student in the *Prescribed Proforma*.

Dean (Academics)

Principal