

**ANNA UNIVERSITY : : CHENNAI - 600 025**

**REGULATIONS 2023**

**AFFILIATED INSTITUTIONS**

**B.E./ B.TECH. (PART-TIME) PROGRAMMES**

This Regulation is applicable to the students admitted to B.E/ B.Tech. (Part-Time) Degree Programmes (8 semesters) at all Engineering Colleges affiliated to Anna University, Chennai (other than Autonomous Colleges) and to all the University Colleges of Engineering of Anna University, Chennai from the academic year 2023-2024 onwards.

**1. PRELIMINARY DEFINITIONS AND NOMENCLATURE**

In these Regulations, unless the context otherwise requires:

- I) **“Programme”** means Part Time Degree Programme that is, B.E. / B.Tech. Degree Programme.
- II) **“Discipline”** means Branch or Specialization of B.E. / B.Tech. Degree Programme, like Civil Engineering, Electronics and Communication Engineering, etc.,
- III) **“Course”** means a theory or practical subject that is normally studied in a semester, like Mathematics, Chemistry etc.
- IV) **“Director, Centre for Academic Courses”** means the authority of the University who is responsible for all academic activities of the Academic Programmes for implementation of relevant rules of this Regulations pertaining to the Academic Programmes.
- V) **“Controller of Examinations”** means the authority of the University who is responsible for all activities of the End semester Examinations of the University.
- VI) **Head of the Institution”** means the Principal of the College.
- VII) **“Chairperson”** means Head of the Faculty.
- VIII) **“Head of the Department”** means Head of the concerned Department of the college/institution.
- IX) **“University”** means ANNA UNIVERSITY, CHENNAI.

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**DIRECTOR**  
Centre for Academic Courses  
Anna University, Chennai-600 025

## 2. ADMISSION PROCEDURE

2.1 Candidates seeking for admission to the first semester of the EIGHT semesters B.E. / B.Tech. (Part-Time) Degree Programme shall be required to have passed the Qualifying Diploma examination in Engineering / Technology in the relevant branch of specialization (as prescribed by Anna University from time to time) conducted by the Directorate of Technical Education, Tamil Nadu or other states or any other equivalent examination recognized by Anna University.

## 2.2 ELIGIBILITY

Candidates seeking admission shall satisfy the following conditions:

- (i) Eligibility conditions such as class obtained, marks, number of attempts shall be as prescribed by the Syndicate of the University from time to time.
- (ii) Minimum two years of Full-time working experience in a registered firm/ company/ industry/ educational organization/ government/ autonomous organization in the relevant field in which admission is sought after the diploma.
- (iii) Notwithstanding the qualifying examination, the candidate might have passed the relevant branch of study as may be prescribed by the University from time to time (vide Clause 2.1) and he/she should have passed at least one paper each in Mathematics, Physics, Chemistry at Diploma level.
- (iv) Shall have employment or work place within a radial zone of 90 Km from the institution.
- (v) Shall have to satisfy the conditions of physical fitness as prescribed by the Syndicate of the University.

## 3. PROGRAMMES OFFERED

B.E. / B.Tech. Degree Programmes under the Faculty of Civil Engineering, Faculty of Mechanical Engineering, Faculty of Electrical Engineering, Faculty of Electronics and Communication Engineering, Faculty of Information and Communication Engineering and Faculty of Technology.

## 4. STRUCTURE OF THE PROGRAMMES

### 4.1 Categorization of Courses

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

- i. **Humanities, Social Sciences and Management Courses (HSMC)** include English, Human Values, Communication skills, management courses etc.
- ii. **Basic Science Courses (BSC)** include Mathematics, Physics, Chemistry, Biology, Environmental Science etc.

- iii. **Engineering Science Courses (ESC)** include Engineering Practices, Engineering Graphics, Basics of Civil / Mechanical / Electrical / Electronics / Instrumentation, Computer Engineering, etc.
  - iv. **Professional Core Courses (PCC)** include the core courses relevant to the chosen specialization/branch.
  - v. **Professional Elective Courses (PEC)** include the elective courses relevant to the chosen specialization/ branch.
  - vi. **Employability Enhancement Courses (EEC)** include Project Work, Seminar, Professional Practices, Case Study etc.
- 4.2 There shall be a certain minimum number of professional core courses and sufficient number of professional elective courses that can be opted by the students. The blend of different courses shall be so designed that the student, at the end of the programme, would have been trained not only for his/her relevant professional field but also would have developed as a socially conscious professional. The recommended credit range for each programme is 105 - 115.
- 4.3. The courses of study shall include theory and practical courses as detailed in the respective curriculum. Each semester curriculum shall normally have a blend of Theory courses, not exceeding 5, 1 to 2 Laboratory integrated theory courses, Employability Enhancement Course(s) and Laboratory Courses. However, the total number of courses per semester shall not exceed 5 and the total number of periods per week shall not exceed 15. The final semester shall have the project work. Each course shall have credits assigned as per clause 4.4.
- 4.4 Each course is assigned certain number of credits based on details provided in Table 1.

**Table 1 : Credit Assignment**

Contact period per week	CREDITS
1 Lecture Period	1
1 Tutorial Period	1
1 Laboratory Period (also for EEC courses like Seminar / Project Work / Case study / etc.)	0.5

The classes shall be conducted on week days (Monday to Friday) for a duration of three hours per day.

- 4.5 The medium of instruction is **English** for all courses, examinations, seminar presentations and project report.

## 5. DURATION OF THE PROGRAMME

- 5.1 The duration of the programme shall be eight consecutive semesters, spread over 4 academic years, (one academic year consisting of 2 semesters). Each semester shall have a minimum of 75 working days (evening) excluding the days of the end-semester examinations. The Head of the Institution shall ensure that every teacher imparts instructions as per the number of periods specified in the syllabus and that the teacher teaches the full content of the specified syllabus for the course being taught.
- 5.2 The Head of the Institution may conduct additional classes for improvement, special coaching, conduct of model test etc., over and above the specified periods. But for the purpose of calculation of attendance requirement for writing the end semester examinations (as per clause 7) by the students, following method shall be used.

$$\text{Percentage of Attendance} = \frac{\text{Total no. of periods attended in all the courses per semester}}{(\text{No. of periods / week as prescribed in the curriculum}) \times 15 \text{ taken together for all courses of the semester}} \times 100$$

The University Examination will normally follow immediately after the last working day of the semester as per the academic schedule prescribed from time to time.

- 5.3 A student is ordinarily expected to complete the B.E. / B.Tech. (Part-time) degree programmes in eight semesters (four academic years) but in any case he / she has to complete the course requirements successfully and has to pass the examinations in all the courses prescribed in the respective curriculum within a maximum period of 14 Semesters (7 academic years) reckoned from the commencement of the first semester to which the candidate was admitted, irrespective of the period of break of study in order that he/she may be eligible for the award of the degree.

## 6. COURSE REGISTRATION

- 6.1 The Head of the Institution is responsible for registering the courses that each student is proposing to undergo in the ensuing semester. Each student has to register for all courses to be undergone in the curriculum of a particular semester. The registration details of the student shall be approved by the Head of the Institution and forwarded to the Controller of Examinations. This registration is for undergoing the course as well as for writing the End Semester Examinations.

## 7. ATTENDANCE REQUIREMENTS FOR COMPLETION OF THE SEMESTER

- 7.1 A student who has fulfilled the following conditions shall be deemed to have satisfied the requirements for completion of a semester.

Ideally every student is expected to attend all classes of all the courses and secure 100% attendance. However, in order to give provision for certain unavoidable reasons such as medical, the student is expected to attend at least 75% of the classes.

Therefore, he/she shall secure not less than 75% (after rounding off to the nearest integer) of overall attendance.

7.2 However, a student who secures overall attendance between 65% and 74% in the current semester due to medical reasons (prolonged hospitalization / accident / specific illness) may be permitted to appear for the current semester examinations, subject to the condition that the student shall submit the medical certificate to the Head of the Institution on the date of joining after such leave. The same shall be forwarded to the Controller of Examinations for record purposes.

7.3 Students who secure less than 65% overall attendance shall not be permitted to write the examination at the end of the semester and not permitted to move to the next semester. They are required to repeat the incomplete semester in the next academic year, as per the norms prescribed.

## 8. CLASS COMMITTEE

“Class Committee” comprises of all teachers handling courses of a particular semester, including common course teachers and two student representatives (preferably one male and one female student) from the programme concerned. One of the above teachers, nominated by the Head of the Department shall act as the class advisor. The class advisor will coordinate the activities of this committee. The class advisor and HOD will attend the meeting and the class advisor shall prepare the minutes of the meeting and the same approved by the HOD shall be displayed in the notice board within one week from the date of meeting.

The responsibilities of the class advisor shall be:

- To inform the interpretation of Regulations to the students and their rights and duties.
- To inform the discipline to be maintained in the campus and disciplinary actions.
- To inform the students about the various facilities and activities available to enhance the student's curricular and co-curricular activities.
- To guide student in enrollment and registration of the courses.
- To authorize the final registration of the courses at the beginning of each semester.
- To monitor the academic and general performance of the students including attendance and to counsel them accordingly.
- To collect and maintain the academic records of the students.

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- To facilitate and collect student's feedback about the course and course instructor and the programme during the exit survey.
- To provide all the academic details of the students to the Institution through HOD.

The first meeting of the Class Committee shall be held within 10 days from the date of formation of the committee where the enrollment of the courses including addition and dropping of the courses will be finalized. In order to inform the students about the nature and weightage of assessments within the framework of the Regulations, two or three subsequent meetings may be held in a semester at suitable intervals. The Class Committee Chairperson shall display the cumulative attendance particulars of each student on the Notice Board at the end of every such meeting to enable the students to know their attendance details to satisfy the clause 7 of this Regulation. During these meetings the student members representing the entire class, shall meaningfully interact and express the opinions and suggestions of the other students of the class in order to improve the effectiveness of the teaching-learning process.

## 9. SYSTEM OF EXAMINATION

- 9.1 Performance in each course of study shall be evaluated based on (i) continuous internal assessment throughout the semester and (ii) University examination at the end of the semester.
- 9.2 Each course, both theory and practical (including project work & viva voce examinations) shall be evaluated for a maximum of 100 marks.
- 9.2.1 For all theory courses, the continuous internal assessment will carry **40 marks** while the End Semester University examination will carry **60 marks**.
- 9.2.2 For all theory courses with laboratory component, the continuous internal assessment will carry **50 marks** while the End Semester University examination will carry **50 marks**.
- 9.2.3 For all laboratory courses, the continuous internal assessment will carry **60 marks** while the End Semester University examination will carry **40 marks**.
- 9.2.4 The continuous internal assessment for the project work will carry **60 marks** while the End Semester University examination will carry **40 marks**.
- 9.3 Industrial Training and Seminar shall carry 100 marks and shall be evaluated through internal assessment only.
- 9.4 The University examination (theory and practical) of 3 hours duration shall ordinarily be conducted between October and December during the odd semesters and between April and June during the even semesters.

9.5 The University examination for Project Work shall consist of evaluation of the final report submitted by the student or students of the project group (of not exceeding 4 students) by an external examiner and an internal examiner, followed by a viva-voce examination conducted separately for each student by a committee consisting of the external examiner, the supervisor of the project group and an internal examiner.

9.6 For the University examination of practical courses including Project Work, the internal and external examiners shall be appointed by the Controller of Examinations.

## 10. PROCEDURE FOR AWARDING MARKS FOR INTERNAL ASSESSMENT

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:

### 10.1 THEORY COURSES

Two assessment tests each carrying 100 marks shall be conducted during the semester by the Department concerned. The total marks obtained in both the assessments put together out of 200, shall be proportionately reduced for 40 marks and rounded to the nearest integer (This also implies equal weightage to the two assessments).

### 10.2 LABORATORY COURSES

For Laboratory Courses out of 100 marks, the maximum marks for Continuous Assessment is fixed as 60 and the End Semester Examination carries 40 marks.

Every practical exercise / experiment shall be evaluated based on the conduct of experiment / exercise and the respective records are to be maintained. There shall be at least one mid-term test. The criteria for arriving at the Continuous Assessment marks of 60 is as follows: For successful completion of all the prescribed experiments done in the Laboratory 75% of marks shall be awarded and 25% marks shall be awarded for the mid-term test, as shown in Table 2. The total marks earned by the student in continuous assessments shall be converted into a maximum of 60 marks and rounded to the nearest integer.

**Table 2: Weightage of Marks for Continuous Assessment**

Continuous Assessment (100 %)*	
Evaluation of Laboratory Observation, Record	Mid-term test
75%	25%

\*Total percentage of Continuous assessment marks shall be converted into 60 marks.

The end semester examination shall be for 40 marks and shall include Viva-Voce also as a part of it.

The End semester examinations for Laboratory courses will be of 3 hours duration and shall normally be conducted before the last working day of the semester.

### 10.3 THEORY COURSES WITH LABORATORY COMPONENT / LABORATORY COURSES WITH THEORY COMPONENT

The weightage of internal assessment and end semester examination marks will be 50% each. The distribution of marks for the theory and laboratory components in the internal assessments and end semester examination for different types of courses are provided in Table 3.

**Table 3: Weightage of Marks for Continuous Assessment**

L	T	P	C	Continuous Assessment Theory (Total 25%)		Continuous Assessment Laboratory (Total 25%)	End Semester Examination (50%)
				Test 1*	Test 2*		
1	0	2	2	Test 1*	Test 2*	Experiment and Midterm Test	Laboratory only (50%)
1	0	4	3	Test 1	Test 2	Experiment and Midterm Test	Laboratory only (50%)
2	0	2	3	Test 1	Test 2	Experiment and Midterm Test	Theory only (50%)
3	0	2	4	Test 1	Test 2	Experiment and Midterm Test	Theory only (50%)
2	0	4	4	Test 1	Test 2	Experiment and Midterm Test	Theory (25%) and Laboratory (25%)

\*Test 1 and Test 2 for theory are written tests.

The procedure for the conduct of continuous assessments for Laboratory component is as per the clause 10.2.

The weighted average shall be converted into 50 marks for continuous Assessment.

### 10.4 PROJECT WORK

The student shall register for Project Work in final semester. Project work may be allotted to a single student or to a group of students not exceeding 4 per group.

10.4.1 Project Work shall be carried out under the supervision of a “qualified teacher” in the Department concerned. In this context “qualified teacher” means the faculty member possessing (i) PG degree or (ii) Ph.D. degree.

10.4.2 The Project Work may be carried out in industry/academic/research institutions. In such cases, the Project Work shall be jointly supervised by a supervisor of the department and an expert from the organization as a joint supervisor and the student shall be instructed to meet the supervisor periodically and to attend the review committee meetings for evaluating the progress. The review meetings, if necessary, may also be arranged in blended mode (online participation only for joint supervisor from the industry/academic/research institutions) with



prior approval from the Head of the Institution and suitable record of the meetings shall be maintained.

10.4.3 The Head of the Institution shall constitute a review committee for Project Work for each programme. The review committee consists of the supervisor, an expert from the Department and a project coordinator from the Department. If the project coordinator/expert member happens to be the supervisor, then an alternate member shall be nominated. In the case of Industrial Project, the review committee shall have the supervisor, the coordinator from industry and the project coordinator from the Department.

There shall be three reviews conducted by the review committee. The student shall make presentation on the progress made by him / her before the committee. The total marks obtained in the three reviews shall be **reduced for 60 marks** and rounded to the nearest integer (as per the scheme given in 10.4.4).

10.4.4 The project report shall carry a maximum of 20 marks. The project report shall be submitted as per the approved guidelines as given by the Director, Centre for Academic Courses. Same marks shall be awarded to every student within the project group for the project report. The viva-voce examination shall carry 20 marks. Marks awarded to each student of the project group is based on the individual performance in the viva-voce examination.

The continuous assessment and End Semester Examinations marks for Project Work and the Viva-Voce Examination shall be distributed as indicated in Table 4.

**Table 4: Continuous Assessment and End-Semester Examinations Marks for Project Work**

Continuous Assessment (60 Marks)			End Semester Examinations (40 Marks)			
Review I	Review II	Review III	Project Report		Viva-Voce Examination	
			Supervisor	External	Internal	External
10	20	30	10	10	10	10

10.4.5 The last date for submission of the project report is on the last working day of the semester. If a student fails to submit the project report on or before the specified deadline, it will be considered as fail in the Project Work and the student shall re-register for the same in the subsequent semester.

## 10.5 OTHER COURSES

The Seminar / Case Study / Mini Project course is to be considered as purely INTERNAL (with 100% internal marks only). Every student is expected to present a minimum of 2 seminars per semester before the evaluation committee and for each seminar, marks can be equally apportioned. The three member committee appointed by the Head of the Institution, consisting of the course coordinator and two experts from the Department, will

evaluate the seminar and at the end of the semester, the marks shall 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%).

- 10.6.** Internal marks approved by the Head of the Institution shall be displayed by the respective HODs within 5 days from the last working day.

**10.7 Attendance Record**

Every teacher is required to maintain an 'ATTENDANCE AND ASSESSMENT RECORD', which consists of attendance marked in each lecture or practical or project work class, the test marks and the record of class work (topic covered), separately for each course. This should be submitted to the Head of the Department periodically (at least three times in a semester) for checking the syllabus coverage and the records of test marks and attendance. The Head of the Department will put his/her signature and date after due verification. At the end of the semester, the record should be verified by the Head of the Institution who will keep this document in safe custody (for five years). The University or any inspection team appointed by the University may verify the records of attendance and assessment of both current and previous semesters.

**11. REQUIREMENTS FOR APPEARING FOR THE END-SEMESTER EXAMINATION**

A candidate shall normally be permitted to appear for End semester examination of the current semester if he / she has satisfied the semester completion requirements (vide Clause 7) and has registered for examination in all courses of that semester by paying the prescribed fee.

However, for students having arrear courses of the previous semester(s), in order to write the current end semester examination, the registration is mandatory for the examination of all the courses of that semester and all arrear courses of the previous semester(s) by paying the prescribed fee, failing which, the candidates will not be permitted to move to the higher semester.

A candidate who has already appeared for any course in a semester and passed the examination is not entitled to reappear in the same course for improvement of letter grades / marks.

**12. PASSING REQUIREMENTS**

- 12.1** A student who secures not less than 50% of total marks prescribed for the course [Continuous Assessment + End semester Examinations] with a minimum of 45% of the marks prescribed for the end-semester Examination, in theory, theory with practical components (45% individually in theory and laboratory) and practical courses (including Project work), shall be declared to have passed in the Examination.

12.2 If a student fails to secure a pass in a theory course / theory with laboratory / laboratory course (except electives), the student shall register and appear only for the end semester examination in the subsequent semester. In such case, the continuous 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 third attempt (current semester's end semester examination is considered as the first attempt) onwards, if a student fails to obtain pass marks (IA + End Semester Examination) as per clause 12.1, then the student shall be declared to have passed the examination if he/she secures a minimum of 50% marks prescribed for the End semester examinations alone.

12.3 If the course, in which the student has failed, is a Professional Elective, the student may be permitted to complete the same course. 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 candidate secures a pass. However, from the third attempt onwards if a candidate fails to obtain pass marks (IA + End Semester Examination) as per clause 12.1, then the candidate 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.

If any other Professional Elective is opted by the student, the previous registration is cancelled and henceforth it is to be considered as a new Professional Elective course. The student has to register and attend the classes, earn the continuous assessment marks, fulfil the attendance requirements as per clause 7 and appear for the end semester examination.

12.4 If a student has submitted the project report but absent in the end semester examination of project work, the student is deemed to be failed. In this case and also if a student attends and fails in the End semester examination of Project work of B.E. / B.Tech. (Part-Time), he/she shall attend end semester examination again within 60 days from the date of declaration of the results. The subsequent viva-voce examination will be considered as reappearance with payment of exam fee. In case, the student fails in the subsequent viva-voce examination also, the student shall redo the course again, when offered next.

12.5 The passing requirement for the courses which are assessed only through continuous assessment (EEC courses except project work), shall be fixed as minimum 50%.

12.6 Photocopy / Revaluation

A student can apply for photocopy of his/her semester examination answer paper in a theory course, as per the guidelines of the COE, on payment of a prescribed fee through proper application to the Controller of Examinations through the Head of the Institutions. The answer script is to be valued and justified by a faculty member, who has handled the subject and recommend for revaluation with the breakup of marks for each question. Based

on the recommendation, the student can register for the revaluation through proper application to the Controller of Examinations. The Controller of Examinations will arrange for the revaluation and the results will be intimated to the student concerned through the Head of the Institutions. Revaluation is not permitted for practical courses and EEC courses. A student can apply for revaluation of answer scripts for not exceeding 5 subjects at a time.

- 12.7 Review Students not satisfied with Revaluation can apply for Review of his/ her examination answer paper in a theory course, within the prescribed date on payment of a prescribed fee through proper application to the Controller of Examinations through the Head of the Institution. Students applying for Revaluation only are eligible to apply for Review.

### 13 AWARD OF LETTER GRADES

All assessments of a course will be done on absolute 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 of total marks (out of 100) obtained by the candidate in each subject as shown in Table 5.

**Table 5: Award of Letter Grades**

Letter Grade	Grade Points*	Marks range
O (Outstanding)	10	91-100
A + (Excellent)	9	81-90
A (Very Good)	8	71-80
B + (Good)	7	61-70
B (Average)	6	57-60
C (Satisfactory)	5	50-56
U (Re-appearance)	0	<50
SA (Shortage of Attendance)	0	
W (Withdrawal)	0	

“U” denotes that Reappearance is required for the examination in the course. “W” denotes withdrawal from the examination for the particular course. (The grades U and W will figure both in Marks Sheet as well as in Result Sheet).

### 14 GRADE SHEET

After results are declared, Grade Sheets will be issued to each student which will contain the following details:

- The college in which the candidate has studied
- The list of courses enrolled 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 for courses acquired and the corresponding points to the sum of the number of credits for the courses acquired in the semester.

CGPA will be calculated in a similar manner, considering all the courses registered from first semester. "U", and "W" grades will be excluded for calculating GPA and CGPA.

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

where  $C_i$  – is the 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

## 15 ELIGIBILITY FOR THE AWARD OF DEGREE

15.1 A student shall be declared to be eligible for the award of the B. E. / B. Tech. (Part time) Degree provided the student has

- i) Successfully gained the required number of total credits as specified in the curriculum corresponding to his/her programme within the stipulated time.
- ii) Successfully completed the course requirements and has passed all the courses prescribed in all the 8 semesters within a maximum period of 7 years reckoned from the commencement of the first semester to which the candidate was admitted.
- iii) Successfully completed any additional courses prescribed by the Director, Centre for Academic Courses whenever, any candidate is readmitted under regulations other than R-2023 (vide clause 18.4).
- iv) No disciplinary action pending against the student.
- v) The award of Degree must have been approved by the Syndicate of the University.

## 15.2 CLASSIFICATION OF THE DEGREE AWARDED

### 15.2.1 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 of all the courses of all the eight semesters in the student's First Appearance within five years. Withdrawal from examination (vide Clause 17) 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 of) is included in the five years for award of First class with Distinction.
- Should NOT have been prevented from writing end semester examination.

### 15.2.2 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 of all the courses of all eight semesters within five years.
- One year authorized break of study (if availed of) or prevention from writing the End Semester examination due to lack of attendance (if applicable) is included in the duration of five years for award of First class.
- Should have secured a CGPA of not less than 6.50.

### 15.2.3 SECOND CLASS:

All other students (not covered in clauses 15.2.1 and 15.2.2) who qualify for the award of the degree (vide Clause 15.1) shall be declared to have passed the examination in Second Class.

15.2.4 A candidate who is absent in semester examination in a course / project work after having registered for the same shall be considered to have appeared in that examination for the purpose of classification.

## 16. PROVISION FOR WITHDRAWAL FROM END-SEMESTER EXAMINATION

16.1 A student may, for valid reasons, (medically unfit / unexpected family situations) be granted permission to withdraw from appearing for the end semester examination in any course or courses in **ANY ONE** of the semester examinations during the entire duration of the degree programme. The application shall be sent to the COE through the Head of the Institutions with required documents.

16.2 Withdrawal of application is valid if the student is otherwise eligible to write the examination (Clause 7) and if it is made within TEN days after the date of the examination(s) in that course or courses and recommended by the Head of the Institution and approved by the Controller of Examinations. For a student to withdraw from a course / courses, he/she should have registered for the course, fulfilled the attendance requirements (vide clause 7) and earned continuous assessment marks.

16.2.1 Notwithstanding the requirement of mandatory 10 days, applications for withdrawal for special cases under extraordinary conditions will be considered on the merit of the case.

- 16.3 In case of withdrawal from a course / courses, the courses will figure both in the Grade Sheet as well as in the Result Sheet. However, withdrawal shall not be considered as an appearance for the eligibility of a student for First Class with Distinction.
- 16.4 If a student withdraws from writing end semester examinations for a course or courses, he/she shall register for the same in the subsequent semester and write the end semester examination(s).
- 16.5 If a student applies for withdrawal from Project Work, he/she will be permitted for the withdrawal only after the submission of project report before the deadline. However, the student may appear for the viva voce examination within 60 days after the declaration of results for Project Work and the same shall not be considered as reappearance.
- 16.6 Withdrawal is permitted for the end semester examinations in the final semester only if the student satisfies clause 16.2.1.
- 17. PROVISION FOR AUTHORISED BREAK OF STUDY**
- 18.1 A student is permitted to go on break of study for a fixed period of one year as a single break in the entire course of study.
- 18.2 Notwithstanding the requirement of mandatory first assessment period, applications for break of study for special cases viz., prolonged hospitalization, accidents will be considered on the merit of the case. The student shall apply to the Director, Student Affairs through the Head of the institution.
- 18.3 Break of Study shall be granted only once for valid reasons for a maximum of one year during the entire period of study of the degree programme. However, in extraordinary situation the student may apply for additional break of study not exceeding another one year (it will not be considered as authorized break of study). If a student intends to temporarily discontinue the programme in the middle of the semester for valid reasons, and to re-join the programme in a subsequent year, permission may be granted based on the merits of the case provided he / she applies to the Director, Student Affairs in advance, but not later than the last date for registering for the end semester examination of the semester in question, through the Head of the Institution stating the reasons therefore and the probable date of re-joining the programme.
- 18.4 The student permitted to re-join the programme after break of study / prevention due to lack of attendance, shall be governed by the Curriculum and Regulations in force at the time of re-joining. The students re-joining in new Regulations shall register for additional courses, if any, as notified by the Centre for Academic Courses, under change of Regulations. These courses may be from any of the semesters of the curriculum in force, so as to bridge the curriculum in force and the old curriculum. In such cases, the total number of credits to be

earned by the student may be more than or equal to the total number of credits prescribed in the curriculum in force.

18.4.1 Total number of credits to be earned by the student shall be more than or equal to the total number of credits prescribed in the curriculum in force. If the credit assigned for L T P of the courses are not same in two Regulations under consideration, then equivalence shall be arrived as per the credit assignment followed in the Regulations in force.

18.5 The authorized break of study is included in the duration specified for passing all the courses for the purpose of classification (vide Clause 16.2).

In case there is any period of break of study more than the permitted duration of break of study, the student shall be permitted to continue the programme only if the approval is obtained from the Director, Student Affairs, through the concerned Head of the Institution before the end of the semester in which the student has taken break of study.

18.6 The total period for completion of the Programme reckoned from, the commencement of the first semester to which the candidate was admitted shall not exceed the maximum period specified in clause 5.1 irrespective of the period of break of study in order that he/she may be eligible for the award of the degree.

18.7 If any student is prevented for want of required attendance, the period of prevention shall not be considered as authorized 'Break of Study' (Clause 18.1).

18.8 No fee is applicable to students during the Break of Study period.

## 19. DISCIPLINE

19.1 Every student is required to observe disciplined and decorous behaviour both inside and outside the college/institution and not to indulge in any activity which will tend to bring down the prestige of the University / College. The Head of the Institution shall constitute a disciplinary committee consisting of the Head of the Institution, 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. 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 on getting information from the Head of the Institution.

19.2 If a student indulges in malpractice in any of the University / internal examination he / she shall be liable for punitive action as prescribed by the University from time to time.

## 20. REVISION OF REGULATIONS, CURRICULUM AND SYLLABI

The University may from time to time revise, amend or change the Regulations, curriculum, syllabus and scheme of examinations through the Academic Council with the approval of the Syndicate.

*Attested*

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