

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

**REGULATIONS 2023**

**CREDIT SYSTEM**

**B.E./ B.TECH. (TRAINING INTEGRATED) PROGRAMMES**

This Regulation is applicable to the students admitted to B.E/ B.Tech. (Training Integrated) Degree Programmes at Non-Autonomous Colleges Affiliated to Anna University, from the academic year 2023 onwards.

### **1. PRELIMINARY DEFINITIONS AND NOMENCLATURE**

In these Regulations, unless the context otherwise requires:

- I) **“Programme”** means B.E. / B.Tech. (Training Integrated) Degree Programme.
- II) **“Discipline”** means Branch or specialization of B.E. / B.Tech. (Training Integrated) Degree Programme, like Civil Engineering, Electronics and Communication Engineering, etc.
- III) **“Course”** means a theory or practical course 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) **“University College of Engineering (UCE)”** means Engineering colleges administered by Anna university.
- VI) **“Controller of Examinations (COE)”** means the authority of the University who is responsible for all activities of the End semester Examinations of the University (applicable for University Colleges of Engineering, Anna University).
- VII) **“Head of the Institution (HI)”** means the Dean/Principal of the UCE who is responsible for all academic activities of University colleges of Engineering, Anna University.
- VIII) **“Head of the Department (HOD)”** means Head of the Department concerned
- IX) **“Chairperson”** means Head of the Faculty.

- X) **“University”** means ANNA UNIVERSITY, CHENNAI.
- XI) **“Company”** means the company/organization with which MOU has been signed for offering B.E. / B.Tech. (Training Integrated) Degree Programme

## **2. ADMISSION PROCEDURE**

- 2.1** The selection of candidates for admission to the first semester of the Eight semesters B.E. / B.Tech. (Training Integrated) Degree Programme shall be made by State authority/University as per the procedure prescribed by Syndicate of the University.
- 2.2** Candidates seeking for admission to the first semester of the Eight semesters B.E. / B.Tech. (Training Integrated) Degree Programme shall be required to have passed the Qualifying Diploma examination in Engineering / Technology in the relevant branch of specialization conducted by the State Board of Technical Education, Tamil Nadu or other state or any other equivalent examination recognized by Anna University.

## **2.3 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) The applicants selected for B.E./ B.Tech. (Training Integrated) Degree Programme shall submit the internship letter for the duration of four years from the company within two months from the date of admission.
- (iii) Notwithstanding the qualifying examination, the candidate might have passed [vide clause 2.1] he/she shall have a minimum level of proficiency in Mathematics, Physics, Chemistry and the relevant branch of study as may be prescribed by the University from time to time.
- (iv) The company shall be within a radial zone of 60 km from the institute in which the candidate is going to join for B.E./ B.Tech. (Training Integrated) Degree Programme.
- (v) The candidate shall have to satisfy the conditions of physical fitness as prescribed by the Syndicate of the University.

## **3. PROGRAMMES OFFERED**

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

## **4. STRUCTURE OF THE PROGRAMMES**

- 4.1** The medium of instruction is **English** for all courses, examinations, seminar presentations and project/thesis/dissertation reports.

4.2 Categorization of Courses Every B.E. / B. Tech. 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 Sciences Courses (BSC) include Mathematics, Physics, Chemistry, Biology, Environmental Science etc.
- iii. Engineering Sciences 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.

4.3 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 – 120**.

4.4. 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 lecture courses, not **exceeding 3/4** Theory courses, **2/1** Laboratory integrated theory courses, Employability Enhancement Course(s) and Laboratory Courses. However, the total number of courses per semester shall not exceed **5**. The final semester has the project work. Each Course shall have credits assigned as per clause 4.5

4.5 Each course is assigned certain number of credits based on the following:

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

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

## 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, excluding the days of the end-semester examinations. The Head of the Institutions (HI) shall ensure that every teacher imparts instruction 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 HI 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 6) 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. (Training Integrated) 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 HI 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 HI and forwarded to the COE/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 Department on the date of joining after such leave. The same shall be forwarded to the COE/Controller of Examinations through HI 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. FACULTY ADVISOR**

To help the students in planning their courses of study and for general advice on the academic programme, the Head of the Department of the students will attach a certain number of students to a teacher of the Department, who shall function as Faculty Advisor for those students throughout their period of study. The Faculty Advisor shall advise the students in registration and reappearance (Arrear) registration of courses, authorize the process, monitor their attendance and progress and counsel them periodically. The responsibilities of the faculty advisor shall be:

- To inform the students about the various facilities and activities available to enhance the student's curricular and co-curricular activities.
- To guide student for registration of the courses.
- To monitor the academic and general performance of the students including attendance and to counsel them accordingly.
- To collect and maintain the academic and co-curricular records of the students.
- To coordinate with company for scheduling tests/examinations

## **9. CLASS COMMITTEE**

9.1. Every class shall have a class committee consisting of teachers of the class concerned, student representatives and faculty advisor. It is like the 'Quality Circle' (more commonly used in industries) with the overall goal of improving the teaching- learning process. The functions of the class committee include:

- Solving problems experienced by students in the class room and in the laboratories.
- Clarifying the regulations of the degree programme and the details of rules therein particularly clause 5 and 7.
- Informing the student representatives, the academic schedule including the dates of assessments and the syllabus coverage for each assessment.
- Informing the student representatives, the details of Regulations regarding weightage used for each assessment. In the case of practical courses (laboratory / project work / seminar etc.) the breakup of marks for each experiment / exercise / module of work, should be clearly discussed in the class committee meeting and informed to the students.
- Analyzing the performance of the students of the class after each test and finding the ways and means of solving problems, if any.

- 9.2 The class committee shall be constituted by the HOD within the first week of each semester.
- 9.3 At least 4 student representatives (usually 2 boys and 2 girls) shall be included in the class committee.
- 9.4 The HI may participate in any class committee meeting.
- 9.5 The faculty advisor is required to prepare the minutes of every meeting, submit the same to the Head of the Department within two days of the meeting and arrange to circulate it among the students and teachers concerned. If there are some points in the minutes requiring action by the University, the same shall be brought to the notice of the University by the HI.
- 9.6 The first meeting of the class committee shall be held within one week from the date of commencement of the semester, 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 faculty advisor 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.

## 10. SYSTEM OF EXAMINATION

- 10.1 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.
- 10.2 Each course, both theory and practical (including project work & viva-voce examinations) shall be evaluated for a maximum of 100 marks.
  - 10.2.1 For all theory courses, the continuous internal assessment will carry **40 marks** while the End Semester University examination will carry **60 marks**.
  - 10.2.2 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**.
  - 10.2.3 For all laboratory courses, the continuous internal assessment will carry **60 marks** while the End Semester University examination will carry **40 marks**.
  - 10.2.4 The continuous internal assessment for the project work will carry **40 marks** while the End Semester University examination will carry **60 marks**.
- 10.3 Seminar shall carry 100 marks and shall be evaluated through internal assessment only.
- 10.4 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.

- 10.5 The University end semester 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.
- 10.6 For the University examination of practical courses including Project Work, the internal and external examiners shall be appointed by the Controller of Examinations in the case of UCE.

## 11. 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:

### 11.1 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). One assessment test would be conducted in a day, and they would be of one and a half hour durations each. Students will have regular classes on the assessment days of these tests. In case a student misses the assessment due to medical reasons (hospitalization / accident / specific illness) only one Reassessment shall be given at the end of the semester after getting approval from the Head of the Department/Head of the Institution by the concerned course instructor.

### 11.2 LABORATORY COURSES

The maximum marks for Internal Assessment shall be 60 marks in case of practical courses. Every practical exercise / experiment shall be evaluated based on conduct of experiment / exercise and records to be maintained. There shall be at least one test. The criteria for arriving at the Internal Assessment marks is as follows: 75 marks shall be awarded for successful completion of all the prescribed experiments done in the Laboratory and 25 marks for the test. The total mark shall be converted into a maximum of 60 marks and rounded to the nearest integer.

Internal Assessment (100 Marks)*	
Evaluation of Laboratory Observation, Record	Test
75	25

\* Internal assessment marks shall be converted into 60 marks

### 11.3 THEORY COURSES WITH LABORATORY COMPONENT / LABORATORY COURSES WITH THEORY COMPONENT

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 the table.

L	T	P	C	Internal		End semester examination
				Assessment 1	Assessment 2	
1	0	4	3	Laboratory (25%)	Theory (25%)	Laboratory only (50%)
1	0	2	2	Laboratory (25%)	Theory (25%)	Laboratory only (50%)
2	0	2	3	Theory (25%)	Laboratory (25%)	Theory (25%) Laboratory (25%)
3	0	2	4	Theory (25%)	Laboratory (25%)	Theory (35%) Laboratory (15%)
2	0	4	4	Theory (25%)	Laboratory (25%)	Theory (15%) Laboratory (35%)

The procedure for the conduct of internal assessments for theory and laboratory components shall be as per the clause 12.1 and 12.2 respectively.

\*The weighted average shall be converted into 50 marks for internal Assessment.

### 11.4 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.

11.4.1 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.

The Project Work shall be carried out in the company. The Project Work shall be jointly supervised by a supervisor of the Department and an expert as a joint supervisor from the company 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/ research institutions) with prior approval from the HI and suitable record of the meetings shall be maintained.

11.4.2. There shall be two assessments (each 100 marks) during the semester by a review committee. The student shall make presentation on the progress made before the committee. The HI shall constitute a review committee for each programme. There shall be four members in the review committee. The committee shall consist of supervisor from Department, a guide from company, an expert nominated by the HI 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 by HI. The total marks obtained in the two Reviews shall be reduced to 40 marks.



11.4.3 The continuous assessment and End Semester Examinations marks for Project Work and the Viva-Voce Examination will be distributed as indicated below.

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 40 marks. Marks are awarded to each student of the project group is based on the individual performance in the viva-voce examination.

Continuous assessment (40 marks)						End semester examination (60 marks)			
Review I (20 marks)			Review II (20 marks)			Report evaluation (20 marks)	Viva Voce examination (40 marks)		
Project coordinator	Expert member	Supervisor*	Project coordinator	Expert member	Supervisor	External Examiner	External Examiner	Project coordinator	Supervisor*
5	5	10	5	5	10	20	20	10	10

\* Average of marks awarded by supervisor from Department and Company

11.4.4 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 or the student has submitted the project report but did not appear for the viva-voce examination, it will be considered as fail in the Project Work and the student shall re-register for the same in the subsequent semester.

## 11.5 OTHER COURSES

(a) 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%).

11.6. Internal marks approved by the HI shall be displayed within 5 days from the last working day.

## 11.7 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 HI 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.

#### **11.8 Conduct of Academic Audit by every Institution**

Every educational institution shall strive for a better performance of the students by conducting the internal assessments as mentioned in Clause 12.

In order to ensure the above, Academic Audit is to be done for every course taught during the semester. For the internal assessments conducted for each course as per details provided in Clause 12, the academic records shall be maintained in the form of documentation for the individual assignments / case study report / report of mini project submitted by each student and assessment test question paper and answer script. For laboratory courses students' record shall be maintained. Further, the attendance of all students shall be maintained as a record.

The University or any inspection team appointed by the University may verify the records of Academic Audit report of the courses of both current and previous semesters, as and when required.

### **12 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.

### **13. PASSING REQUIREMENTS**

- 13.1 A student who secures not less than 50% of total marks prescribed for the course [Internal Assessment + End semester Examinations] with a minimum of 45% of the marks prescribed for the end-semester Examination, shall be declared to have passed the course and acquired the relevant number of credits. This is applicable for both theory and laboratory courses (including project work).

13.2 If a student fails to secure a pass in a theory course / laboratory course (except electives), the student shall register and appear only for the end semester examination in the subsequent semester. 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 student secures a pass. However, from the third attempt (Second arrear attempt) onwards if a student fails to obtain pass marks (IA + End Semester Examination) as per clause 14.1, 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.

13.3 If the course, in which the student has failed, is a Professional Elective or an Open Elective course, 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 14.1, 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.

13.4 If a student is absent during the viva - voce examination of project work, it would be considered as fail. In such case the student shall register for the course again in the subsequent semester.

13.5 The passing requirement for the courses which are assessed only through internal assessments is 50% of the internal assessment (continuous assessment) marks only. If a student fails in such course, the student can attend for the evaluation in the subsequent semester and need not register for the course again.

13.6 A student can apply for revaluation of the student's semester examination answer paper in a theory course, as per the guidelines of the COE on payment of a prescribed fee along with prescribed application to the COE through the Head of the Institution. The COE will arrange for the revaluation and the results will be intimated to the student concerned through the HI. Revaluation is not permitted for laboratory course and EEC courses

#### **14 AWARD OF LETTER GRADES**

14.1 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 procedure prescribed by the University.

Letter Grade	Grade Points
O (Outstanding)	10
A + (Excellent)	9
A (Very Good)	8
B + (Good)	7
B (Average)	6
C (Satisfactory)	5
RA (Re-appearance)	0
SA (Shortage of Attendance)	0
W (Withdrawal)	0

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

If the grade RA is given to Theory Courses/ Laboratory Courses it is not required to satisfy the attendance requirements (vide clause 7), but has to appear for the end semester examination and fulfil the norms specified in clause 14 to earn a pass in the respective courses.

If the grade RA is given to the courses (except Project Work), which are evaluated only through internal assessment, the student shall register for the course again in the subsequent semester, fulfil the norms as specified in clause 14 to earn pass in the course. However, attendance requirement need not be satisfied.

#### 14.2 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. “RA”, 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 ELIGIBILITY FOR THE AWARD OF DEGREE**

A student shall be declared to be eligible for the award of the B.E. / B.Tech. Degree provided the student has

- i. Successfully gained the required number of total credits as specified in the curriculum corresponding to the student's programme within the stipulated time.
- ii. Successfully completed the course requirements, appeared for the End-Semester examinations and passed all the subjects 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 passed any additional courses prescribed by the Director, Academic Courses.
- iv. The award of Degree must have been approved by the Syndicate of the University

### **15.2 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 due to lack of attendance in any semester.

#### **15.2.1 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.

#### **15.2.2 SECOND CLASS:**

All other students (not covered in clauses 16.2.1 and 16.2.2) who qualify for the award of the degree (vide Clause 16.1) shall be declared to have passed the examination in Second Class.

- 15.3 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.

- 15.4 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 Institution. 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 Institution. Revaluation is not permitted for practical courses and the courses evaluated 100% by internal assessment. A student can apply for revaluation of answer scripts for not exceeding 5 subjects at a time.
- 15.5 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

## **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 Institution with required documents.
- 16.2 Withdrawal 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 HI 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 30 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**

- 17.1 A student is permitted to go on authorised break of study for a maximum period of one year as a single spell.
- 17.2 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, Academic Courses (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.
- 17.3 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 number of credits prescribed in the curriculum in force or the old curriculum whichever is less.
- 17.4 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).
- 17.5 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.
- 17.6 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).
- 17.7 No fee is applicable to students during the Break of Study period.

## **18. DISCIPLINE**

- 18.1 Every student is required to observe disciplined and decorous behaviour both

inside and outside the college 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.

- 18.2 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.

#### **19. 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.

