

ANNA UNIVERSITY : : CHENNAI - 600 025
REGULATIONS 2023
UNIVERSITY DEPARTMENTS
B.E./ B.TECH. (PART TIME) PROGRAMMES

This Regulation is applicable to the students admitted to all B. E. / B. Tech. Degree (8 Semesters) Part-Time Programmes of University Departments from the academic year 2023-2024.

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, Physics, 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) **“Additional Controller of Examinations (UDs)”** means the authority of the University who is responsible for all activities of End Semester Examinations of University Departments.
- VI) **“Head of the Institution”** means the Dean of the campus.
- VII) **“Chairperson”** means Head of the Faculty.
- VIII) **“Head of the Department”** means Head of the University Department concerned.
- IX) **“University”** means ANNA UNIVERSITY, CHENNAI.

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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 State Board 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 University Campus.
- (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. 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 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.

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- ii. **Basic Sciences Courses (BSC)** include Mathematics, Physics, Chemistry, Biology, Environmental Sciences, etc.
- iii. **Engineering Sciences Courses (ESC)** include Engineering Practices, Engineering Drawing, 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 the 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.

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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 Department 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 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

The Head of the Department (HOD) 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. 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 Additional Controller of

Examinations for record purposes. Producing such documents while finalizing attendance at the end of semester shall not be accepted.

- 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 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 the 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 in student 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.
- 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 University through HOD.

The functions of this committee are as follows:

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 add and drop 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 in a semester may be held at suitable intervals. During these meetings, the student members shall meaningfully interact and express the opinions and suggestions of all the students to improve the effectiveness of the teaching-learning process.

9. COMMON COURSE COMMITTEE

A theory course handled by more than one teacher shall have a “Common Course Committee”, comprising of all teachers teaching that course. One of the teachers shall be nominated as the Course Coordinator by the Faculty Chairman, duly approved by the Director, Centre for Academic Courses. The committee shall be constituted by the Director, Centre for Academic courses within 15 days from the commencement of the semester.

The first meeting of the Common Course Committee shall be held within fifteen days from the date of formation of the committee. The lesson plan, books and references to be followed shall be decided at the first meeting. Two or three subsequent meetings in a semester may be held at suitable intervals.

In addition, the “Common Course Committee” shall meet to ensure uniform evaluation of continuous assessments after arriving at a common scheme of evaluation for the assessments (vide clause 11).

Wherever feasible, the common course committee shall prepare a common question paper for the continuous assessment tests also. The question paper for the end semester examination is common and shall be set by the Course Coordinator, in consultation with all the teachers teaching that course.

The common course committee shall meet to decide the multiplication factor for the respective batch of students, if required, and they shall be applied and entered in the ACOE portal. The minutes in this regard shall be sent to all the concerned HODs and ACOE.

10. SYSTEM OF EXAMINATION

10.1 The performance in each course of study shall be evaluated based on (i) continuous internal assessment throughout the semester and (ii) End semester examination.

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 examination will carry 60 marks.

10.2.2 For all theory courses with laboratory component and all laboratory courses with theory component, the continuous internal assessment will carry 50 marks, while the end semester examination will carry 50 marks.

10.2.3 For all laboratory courses, the continuous internal assessment will carry 60 marks, while the end semester examination will carry 40 marks.

10.2.4 The continuous internal assessment for the project work will carry 60 marks while the end semester examination will carry 40 marks.

10.4 The end semester 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 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. The external examiner for the project work shall be nominated by the Faculty Chairperson.

11. **PROCEDURE FOR AWARDING MARKS FOR THE CONTINUOUS INTERNAL ASSESSMENT**

For all theory courses, 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).

11.2 **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.

The maximum marks for Continuous Assessment shall be 60 marks in case of practical courses. 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 midterm 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.

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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.

11.3 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 continuous 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%)

The procedure for the conduct of continuous assessments for Laboratory component is as per the clause 11.2.

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

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

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11.4 PROJECT WORK

The student shall register for Project Work in the 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 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 Department and suitable record of the meetings shall be maintained.

11.4.2 The Head of the Department shall constitute a three members review committee consisting 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 11.4.4).

11.4.3 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	
10	20	30	Supervisor	External	Internal	External
			10	10	10	10

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11.4.4 The last date for submission of the project report is the last working day of the semester.

If the project report is not submitted on or before the specified deadline, an extension of time up to a maximum limit of 30 days may be given for the submission of project work with due approval of the Head of the Department. If the project report is not submitted even beyond the extended time, then the student(s) is deemed to have failed in the Project Work and student has to redo the course again when offered next.

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.

11.5 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 Department, 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 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 and will keep this document in safe custody (for five years).

12 REQUIREMENTS FOR APPEARING FOR THE END-SEMESTER EXAMINATION

A candidate shall normally be permitted to appear for the 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 candidate who secures not less than 50% of total marks prescribed for the courses (Continuous Assessment + End Semester Examination) 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.

13.2 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 candidate 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 (current semester's end semester examination is considered as the first attempt) onwards, if a candidate fails to obtain pass marks (IA + End Semester Examination) as per clause 13.1, then the candidate shall be declared to have passed the examination if he/she secure a minimum of 50% marks prescribed for the university end semester examinations alone.

13.3 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 13.1, 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 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, 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.

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

13.6 A student can apply for revaluation of the student's end semester examination answer paper in a theory course, as per the guidelines of the ACOE (UD) on payment of a prescribed fee along with prescribed application to the ACOE through the Head of the Department. The ACOE will arrange for the revaluation and the results will be intimated to the student concerned through the Head of the Department. Revaluation is not permitted for laboratory courses, project work and the courses evaluated by 100% continuous assessment.

14 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).

15 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

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- 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

16 ELIGIBILITY FOR THE AWARD OF DEGREE

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

- Successfully gained the required number of total credits as specified in the curriculum corresponding to his/her programme within the stipulated time.
- 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.
- 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).
- No disciplinary action pending against the student.
- The award of Degree must have been approved by the Syndicate of the University.

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16.2 CLASSIFICATION OF THE DEGREE AWARDED

16.2.1 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 the end semester examination.

16.2.2 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.

16.2.3 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.

16.2.4 A candidate who is absent in the 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.

17. PROVISION FOR WITHDRAWAL FROM END-SEMESTER EXAMINATION

17.1 A student may, for valid reasons, (medically unfit / unexpected family situations / sports approved by the Chairman, Sports Board and HOD) 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 Director, Centre for Academic Courses through the HOD with the required documents.

- 17.2 Withdrawal of application shall be valid only if the student is otherwise eligible to write the examination (Clause 7) and if it is made within TEN working days before/after the commencement of the end semester examination in that course or courses and also recommended by the Head of the Department.
- 17.3 Notwithstanding the requirement of mandatory TEN working days notice, applications for withdrawal for special cases under extraordinary conditions will be considered on the merit of the case.
- 17.4 If a student withdraws a course or courses from end semester examinations, he/she shall register the same in the subsequent semester and write the end semester examination(s).
- 17.5 Withdrawal shall not be considered as an appearance for deciding the eligibility of a student for First Class with Distinction.
- 17.6 Withdrawal is permitted for the end semester examinations in the final semester only if the period of study of the student concerned does not exceed 5 years as per clause 16.2.1.
- 18. 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 When a student applies for break of study, the student shall apply to the Director, Centre for Academic Courses, not later than the last date of the first assessment period. The application (downloaded from website) duly filled by the student shall be submitted through the Head of the Department.
- 18.3 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, Centre for Academic Courses through the Head of the Department.
- 18.4 The students permitted to rejoin 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 rejoining. The students rejoining in new Regulations shall apply to the Director, Centre for Academic Courses in the prescribed format through the Head of the Department at the beginning of the readmitted semester itself for prescribing additional/equivalent courses, if any, from any semester of the regulations in-force, so as to bridge the curriculum in-force and the old curriculum.
- 18.4.1 The 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 total period for completion of the programme reckoned from the commencement of the first semester to which the student was admitted shall not exceed the maximum period specified in clause 5.1 irrespective of the period of break of study, in order that the student may be eligible for the award of the degree (vide clause 14).
- 18.6 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, Centre for Academic Courses through the concerned HOD before the end of the semester in which the student has taken break of study.
- 18.7 If a student has not reported to the department for a period of two consecutive semesters without any intimation, the name of the student shall be deleted permanently from the college enrollment. Such students are not entitled to seek readmission under any circumstances.

19. DISCIPLINE

- 19.1 Every student is required to observe disciplined and decorous behavior 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 by the Registrar of the University for taking a final decision.
- 19.2 If a student indulges in malpractice in any of the End semester / 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.

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