

ANNA UNIVERSITY :: CHENNAI 600 025

REGULATIONS 2013

CREDIT SYSTEM

UNIVERSITY DEPARTMENTS

POST GRADUATE PROGRAMMES

This Regulation is applicable to the students admitted to M.E./M.Tech. (Full-Time, Part Time), M.C.A., M.B.A. (Full Time, Part Time), M.Sc. (Full Time) (2 Years) Programmes at various **University Departments** under Faculties of the University from the academic year 2013-2014.

1. PRELIMINARY DEFINITIONS AND NOMENCLATURE

In these Regulations, unless the context otherwise requires:

- i. **“Programme”** means Degree Programme. e.g. M.E., M.Tech. Degree Programme
- ii. **“Specialisation”** means the discipline of the Post Graduate Degree Programme like Structural Engineering, Engineering Design, etc.
- iii. **“Course”** means a Theory or Practical subject that is normally studied in a semester, like Applied Mathematics, Advanced Thermodynamics, High Voltage Lab., etc.
- iv. **“Director, Academic Courses”** means the authority of the University who is responsible for all academic activities of the University Departments for implementation of relevant rules of this Regulations.
- v. **“Head of the Institution”** means the Dean of the campus.
- vi. **“Chairman”** means Head of the Faculty.
- vii. **“Head of the Department”** means Head of the concerned Department of the University.
- viii. **“Controller of Examinations”** means the Authority of the University who is responsible for all activities of the University Examinations.
- ix. **“University”** means ANNA UNIVERSITY, CHENNAI.

2. PROGRAMMES OFFERED, MODE OF STUDY AND ADMISSION REQUIREMENTS

2.1 PROGRAMMES OFFERED

1. M.E. (Full Time / Part Time)
2. M.Tech. (Full Time / Part Time)
3. M.B.A. (Full Time / Part Time)
4. M.C.A.
5. M.Sc. (2 Years) (Full Time)

2.2. MODES OF STUDY:

2.2.1 Full-Time:

Candidates admitted under 'Full-Time' should be available in the University departments during the entire duration of working hours (From Morning to Evening on Full-Time basis) for the curricular, co-curricular and extra-curricular activities.

The Full-time candidates should not attend any other Full-time programme(s) / course(s) or take up any Full-Time job / Part-Time job in any Institution or company during the period of Full- Time programme. Violation of the above rules will result in cancellation of admission to the PG programme.

2.2.2 Part-Time - Day Time Mode:

This mode of study is applicable to those candidates admitted under sponsored category (Government Agencies / Teacher candidates). In this mode of study, the candidates are required to attend classes along with Full-time students for the required number of courses and complete the course in three years.

2.2.3 Part-Time - Evening:

In this mode of study, separate classes are conducted in the evenings.

2.2.4 Conversion from one mode of study to other is not permitted.

2.3 ADMISSION REQUIREMENTS:

2.3.1 Candidates for admission to the first semester of the Post Graduate Degree Programme shall be required to have passed an appropriate qualifying Degree Examination of Anna University or any examination of other University or authority accepted by the Syndicate of Anna University, Chennai as equivalent thereto.

2.3.2 The Syndicate of the University may decide to restrict admission in any particular year to candidates having the subset of qualifications prescribed at the time of admission.

2.3.3 Not withstanding the qualifying examination the candidate might have passed, he/she shall have a minimum level of proficiency in the appropriate Programme / courses as prescribed by the Syndicate of the University from time to time.

2.3.4 Eligibility conditions for admission such as the marks, class obtained, the number of attempts in the qualifying examination and physical fitness will be as prescribed by the Syndicate of the University from time to time.

2.3.5 All Part-Time candidates should satisfy other conditions regarding experience, Sponsorship etc., that may be prescribed by the Syndicate from time to time.

3. DURATION AND STRUCTURE OF THE P.G.PROGRAMMES:

3.1 The minimum and maximum period for completion of the P.G.Programmes are given below:

Programme	Min. No. of Semesters	Max. No. of Semesters
M.E./M.Tech. (Full-Time)	4	8
M.E./M.Tech. (Part Time)	6	12
M.C.A.	6	12
M.B.A. (Full Time)	4	8
M.B.A. (Part Time)	6	12
M.Sc. (Full Time) (2 Years)	4	8

3.2. The P.G. Programmes will consist of:

Core courses

Elective courses

Project work

The Programme will also include design projects/seminars/ practicals /practical training, if they are specified in the Curriculum.

3.3. The Curriculum and Syllabi of all the P.G. Programmes shall be approved by the Academic Council of Anna University.

The number of credits to be earned for the successful completion of the Programme shall be as specified in the Curriculum of the respective specialization of the P.G. Programmes.

3.4. Each semester shall normally consist of 90 working days or 350 periods each of 50 minutes duration for full time mode (400 periods for M.B.A.) and 200 periods each of 50 minute duration for part-time mode. The Head of the Department 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 (subject) being taught. End-Semester Examination will be scheduled after the last working day of the semester.

3.5. The Curriculum of P.G.Programmes shall be so designed that the prescribed credits required for the award of the degree shall be within the limits specified below:

PROGRAMME	PRESCRIBED CREDIT RANGE
M.E. / M.Tech.	65 – 75
M.C.A.	112
M.B.A.	96
M.Sc. (2 Years)	75 – 85

3.6 Credits will be assigned to the courses for different modes of study as given below:

3.6.1 The following will apply to all modes of P.G. Programmes.

- One credit for each lecture period allotted per week
- One credit for each tutorial period allotted per week
- One credit for each seminar/practical session of two periods designed per week (2 credits for 3 or 4 periods of practical)

3.6.2 Two weeks of practical training in any industrial / research laboratory correspond to one credit, and is applicable to all modes of study.

3.7 The electives from the curriculum are to be chosen with the approval of the Head of the Department concerned.

3.7.1 A candidate may be permitted by the Head of the Department to choose a maximum of two electives from other P.G. Programmes offered in the Department / any other department of the University during the period of his/her study, provided the Head of the Department offering such course also approves such request subject to no clash in the time-table for the lecture classes of both departments.

3.8 PROJECT WORK

The project work for M.E. / M.Tech. consists of Phase – I and Phase – II. The Phase – I is to be undertaken during III semester and Phase – II, which is a continuation of Phase – I is to be undertaken during IV semester.

3.8.1 MINIMUM CREDIT REQUIREMENTS TO DO THE PROJECT

Minimum credits shall be as follows:

PROGRAMME	MINIMUM NO. OF CREDITS TO BE EARNED
M.E. / M.Tech.	24 (for Phase – I)
M.C.A.	70
M.B.A.	50
M.Sc. (2 years)	40

3.8.2 If the candidate has not earned the requisite minimum credits, he / she has to complete the arrears (at least to the extent of earning the minimum credits specified) and then enroll for the project (Phase - I) work in the subsequent semester.

- 3.8.3 In case of candidates of M.E. / M.Tech. not completing Phase - I of project work successfully, the candidates can undertake Phase - I again in the subsequent semester. In such cases, the candidates can enroll for Phase-II, only after successful completion of Phase I.
- 3.8.4 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 with a minimum of 3 years of teaching experience or (ii) Ph.D. degree.
- 3.8.5 A candidate may, however, in certain cases, be permitted to work on projects in an Industrial/Research Organization, on the recommendations of the Head of his/her Department. In such cases, the Project work shall be jointly supervised by a supervisor of the department and an expert-as a joint supervisor from the organization and the student shall be instructed to meet the supervisor periodically and to attend the review committee meetings for evaluating the progress.
- 3.8.6 The Project work (Phase II in the case of M.E / M.Tech) shall be pursued for a minimum of 16 weeks during the final semester.
- 3.8.7 The deadline for submission of final Project Report is 60 calendar days from the last working day of the semester in which project / thesis / dissertation is done. However, the Phase-I of the Project work in the case M.E. / M.Tech. shall be submitted within a maximum period of 30 calendar days from the last working day of the semester as per the academic calendar published by the University or the Re-opening of next semester whichever is earlier.

4 EVALUATION OF PROJECT WORK

The evaluation of Project Work for Phase I and Phase II in the case M.E. / M.Tech shall be done independently in the respective semesters and marks shall be allotted as per the weightages given in Clause 13.

There shall be three assessments (each 100 marks) during the semester by a review committee. The student shall make presentation on the progress made before the committee. The Head of the Department shall constitute the review committee consisting of supervisor, project coordinator and another faculty member from the Department for each branch of study. The total marks obtained in the three assessments shall be reduced to 60 marks and rounded to the nearest integer. There will be a viva-voce examination during End-Semester examination conducted by a committee consisting of the supervisor, one internal examiner and one external examiner. The external examiner shall be appointed by the Chairman of the respective Faculty from the panel of examiners submitted by the HOD.

- 4.1 The project work shall be evaluated for a maximum of 100 marks of which 60 marks will be through internal assessment.

There should be a three reviews for each phase in the case M.E. / M.Tech (Phase I and Phase II) to be conducted separately with Internals 60 marks and External 40 marks. The marks are to be distributed as detailed below.

Project work	Internal 60			External 40			
	Review I	Review II	Review III	Thesis Evaluat ion (Extern al)	Viva – Voce (30 Marks)		
					Supervisor	External	Internal
Phase – I & Phase - II	60			10	10	10	10

- 4.2 The Project Report prepared according to approved guidelines as given by Director, Academic Courses and duly signed by the supervisor(s), Project Co-ordinator and the Head of the Department and shall be submitted to the Head of the Department.

- 4.2.1 The evaluation of the Project work Phase - I and Phase - II (M.E. / M.Tech.) will be based on the project report submitted in each of the Phase – I and Phase - II semesters respectively and a Viva-Voce Examination by a team consisting of the supervisor, internal examiner (other than the supervisor) and External Examiner. The external examiner shall be appointed by the Chairman of the respective Faculty from the panel of examiners submitted by the HOD for Phase – I and Phase – II project evaluation in the case of M.E. / M.Tech and for the Final Project work of M.B.A. / M.C.A.

- 4.2.2 If the candidate fails to obtain 50% of the internal assessment marks in the Phase–I and Phase–II in the case of M.E. / M.Tech or the Final Project work of M.B.A. / M.C.A., he / she will not be permitted to submit the report for that particular semester and has to re-enroll for the same in the subsequent semester.

- 4.2.3 If a candidate fails to submit the project report on or before the specified deadline, he / she is deemed to have failed in the Project Work and shall re-enroll for the same in a subsequent semester. This applies to both Phase–I and Phase–II in the case of M.E. / M.Tech. and the Final Project work of M.B.A. / M.C.A.

If a candidate fails in the viva-voce examinations of Phase–I he / she has to resubmit the Project Report within 30 days from the date of declaration of the results. If he / she fails in the viva-voce examination of Phase–II of Project work of M.E. / M.Tech. or the Final Project work of M.B.A. / M.C.A, he / she shall resubmit the Project report within 60 days from the date of declaration of the results. For this purpose the same Internal and External examiner shall evaluate the resubmitted report within 15 days for Phase – I and within 30 days for

Phase – II. The candidate who has resubmitted the report for Phase I of the project work may be permitted to pay the next semester fees so that he can either continue Phase – II if he has cleared Phase – I or for redoing Phase – I of the Project work.

- 4.2.4 A copy of the approved project report after the successful completion of viva-voice examinations shall be kept in the library of the college / institution.
- 4.2.5 A student who has passed all the courses prescribed in the curriculum for the award of the degree shall not be permitted to re-enroll to improve his/her marks in a course or the aggregate marks / CGPA.
- 4.2.6 Practical training / Industrial Attachment / Summer Project if specified in the Curriculum shall not exceed the maximum duration of 4 weeks and should be organized by the Head of the Department for every student.
- 4.2.7 At the end of Practical training / Internship / Summer Project, the candidate shall submit a certificate from the organization where he/she has undergone training and also a brief report. The evaluation will be made based on this report and a Viva-Voce Examination, conducted internally by a Departmental Committee constituted by the Head of the Department. The certificates (issued by the organization) submitted by the students shall be attached to the mark list sent by the Head of the Department to the Additional Controller of Examination.

5. CLASS ADVISOR

There shall be a class advisor for each class. The class advisor will be one among the (course-instructors) of the class. He / She will be appointed by the HoD of the department concerned. The class advisor is the ex-officio member and the Convener of the class committee. The responsibilities for the class advisor shall be:

- To act as the channel of communication between the HoD and the students of the respective class.
- To collect and maintain various statistical details of students.
- To help the chairperson of the class committee in planning and conduct of the class committee meetings.
- To monitor the academic performance of the students including attendance and to inform the class committee.
- To attend to the students' welfare activities like awards, medals, scholarships and industrial visits.

6. CLASS COMMITTEE

- 6.1 A Class Committee for a semester consists of teachers of the concerned classes, student Representatives, Class Advisor and a chairperson who is not ordinarily allotted teaching work to that particular class / batch. 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

- Resolving academic issues experienced by students in the class room and in the laboratories
 - Clarifying the regulations of their degree Programme and the details of rules therein
 - Informing the student representatives “the academic schedule” including the number of assessments, the dates and the syllabus coverage for each assessment period.
 - Informing the student representatives the details of regulations regarding the weightage used for each assessment. In the case of practical courses (laboratory/ drawing/ 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 through the class representatives.
 - Analyzing the performance of the students of the class after each test and finding the ways and means of improving the students performance.
 - Identifying the weak students, if any, in any subjects and requesting the teachers concerned to provide some additional help or guidance or coaching to such weak students as often as possible.
- 6.2 The class committee for a class is normally constituted by the Head of the Department. However, if the students of different specializations are mixed in a class, the class committee is to be constituted by the Chairman of the Faculty.
- 6.3 The class committee shall be constituted within a week of the commencement of a semester.
- 6.4 At least 2 student representatives (usually 1 boy and 1 girl) shall be included in the class committee.
- 6.5 The chairperson of the class committee may invite the Head of the Department / Deans of campuses to any class committee meeting.
- 6.6 The Chairman of the concerned faculty may participate in any class committee of the Institution as and when deemed necessary.
- 6.7 The chairperson 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 among the students concerned and teachers. If there are some points in the minutes requiring action by the University, the same shall be brought to the notice of the Director, Academic Courses by the Head of the Department.
- 6.8 The first meeting of the class committee shall be held within 10 days 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 at suitable intervals in a semester. During these meetings the student members representing the entire class, shall meaningfully interact and express the opinions and suggestions of the students of this entire class to improve the effectiveness of the teaching-learning process.

- 6.9 The Head of the Department shall appoint the Class Advisor, Class Committee Chairperson, the internal Examiner for Viva voce and Review committee members for Project work, Seminar and Practical Training. The external examiner for the project work shall be appointed by the Chairman of the respective Faculty from the panel of examiners submitted by the HOD.

7. COURSE COMMITTEE FOR COMMON COURSES

Each common theory course offered to more than one group of students shall have a "Course Committee" comprising all the teachers teaching the common course with one of them as nominated as Course Coordinator. The nomination of the course Coordinator shall be made by the HOD/Chairman depending upon whether all the teachers teaching the common course belong to a single department or to several departments. The 'Course committee' shall meet as often as possible and ensure uniform evaluation of the assessments and arrive at a common scheme of evaluation for the assessments. The course committee may also prepare a common question paper for the assessment(s) as well as for the End Semester Examinations.

8. PROCEDURES FOR AWARDING MARKS FOR INTERNAL ASSESSMENT

- 8.1 For all M.E. / M.Tech., M.C.A./ M.B.A. Programmes, out of 100 marks for each course, the maximum marks for Internal Assessment is fixed as 50 for Theory Courses / Theory Courses with lab components and End Semester Examinations carries 50 marks.
- However, for Practical Courses internal assessment is for 75 marks and End Semester Examination carries 25 marks.
 - For the Project Work, Internal Assessment is 60 marks. The project report evaluation and viva-voce examination carries 40 marks.

8.2 Internal assessment for Theory courses:

The maximum marks for Internal Assessment shall be 50 marks in case of theory courses.

Three assessments each carrying 100 marks shall be conducted by the Department. The Total marks obtained in the best 2 assessments out of 3 put together should be reduced to 50 marks and rounded to the nearest integer.

However in the case of MBA, 2 assessments each carrying 100 marks shall be conducted by the Department. The marks obtained in 2 assessments shall be reduced to 50 and rounded to the nearest integer.

8.3 Internal assessment for Practical Courses:

The maximum marks for Internal Assessment shall be 75 in case of Practical courses. Every practical course shall be evaluated based on the conduct of experiments and the records maintained. There shall be at least one mid-semester assessment. The criteria for arriving at the internal assessment marks of 75 shall be decided (based on the recommendation of the class committee) by the Head of the Department and announced at the beginning of every semester.

8.4 Internal assessment for Theory Courses with Laboratory component:

The maximum marks for Internal Assessment shall be 50 in case of theory courses with Laboratory component. For a theory course with Laboratory component, there shall be three assessments: the first two assessments (each with a maximum of 100 marks) will be from theory portions and the third assessment (maximum marks 100) will be for laboratory component. The sum of marks of all three assessments shall be reduced to 50 marks and rounded to the nearest integer.

8.5 Seminar / Professional Practices / Case Study:

The seminar / Case study 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 Head of the Department will evaluate the seminar and at the end of the semester the marks can 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%).

8.6 The Industrial / Practical Training shall carry 100 marks and shall be evaluated through internal assessment only. At the end of Industrial / Practical training / internship / Summer Project, the candidate shall submit a certificate from the organization where he / she has undergone training and a brief report. The evaluation will be made based on this report and a Viva-Voce Examination, conducted internally by a three member Departmental Committee constituted by the Head of the Department. Certificates (issued by the Organization) submitted by the candidate shall be attached to the mark list sent by the Head of the Department.

9. REQUIREMENTS FOR COMPLETION OF A SEMESTER

9.1 A candidate 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 and earn 100% attendance. However, in order to allow provision for certain unavoidable reasons such as medical / personal grounds / participation in sports, the student is expected to earn a minimum of 75% attendance. Therefore, he/she shall secure not less than 75% of overall attendance in that semester taking into account the total number of periods in all courses attended by the candidate as against the total number of periods in all courses offered during that particular semester.

- 9.2 However, a candidate who could secure attendance between 65% and less than 75% **only in one particular semester** due to medical reasons (hospitalization / accident / specific illness) or due to participation in the College / University / State / National / International level Sports events with prior permission from the Head of the Department concerned and approval from Chairman of the Sports Board shall be given exemption from the prescribed attendance requirement and he/she shall be permitted to appear for that particular semester examinations. The candidate shall submit the medical certificate / sports participation certificate to the Head of the Department immediately after joining class and the same attested by the HOD shall be forwarded to the Dean of the Campuses for record purposes.
- 9.3 Candidates who could secure **less than 65%** overall attendance and candidates who do not satisfy the **clauses 9.1 & 9.2** are to be declared as 'Prevented' and will not be permitted to write the end-semester examinations of that particular semester and are not permitted to go to the subsequent academic semester. They are required to repeat the semester in which he / she is prevented during the subsequent academic year.

10. END-SEMESTER EXAMINATIONS:

The examinations shall ordinarily be conducted between November - December during the odd semesters and between April and May in the even semesters. The maximum marks for each theory course shall be 100 comprising 50 marks for internal assessment and 50 marks for the end-semester examinations. For practical courses the maximum marks shall be 100 comprising 75 marks for internal assessment and 25 marks for the end-semester examinations.

- 10.1 There shall be one end-semester examination of 3 hours duration for each lecture based course.
- 10.2 The mini-project, if specified in the curriculum, will be evaluated based on a report and a viva voce examination. The internal examiner and the external examiner shall be appointed by the Head of the department.
- 10.3 The evaluation of the Project work will be based on the project report and a Viva-Voce Examination by a team consisting of the supervisor, an internal examiner and an External Examiner. The external examiner shall be appointed by the Chairman of the respective Faculty from among the panel submitted by the HODs.
- 10.4 If a student indulges in malpractice during assessments/examinations, the student shall be liable for punitive action as prescribed by the University from time to time.
- 10.5 The evaluation of the credit based seminar will be based on a viva-voce examination conducted by an examiner nominated by the HoD at the end of the semester.

11. REQUIRMENTS FOR APPEARING FOR 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 9) and has enrolled for examinations in all courses of that semester including that of arrears, if any.

12. PASSING REQUIRMENTS

12.1 A Candidate who secures not less than 50% of total marks (Internal Assessment and End Semester Examinations) prescribed for the courses with a minimum of 50 % of the marks prescribed for the end-semester examination in both theory and Practical courses (including project works) shall be declared to have passed in the Examination.

12.2 If a candidate fails to secure a pass in a particular course, it is mandatory that he / she shall register and reappear for the examination in that course during the next semester when examination is conducted in that course; he / she should continue to register and reappear for the examination till he / she secures a pass.

12.3 The internal 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 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 secure 50% and above the maximum marks prescribed for the university end semester examinations alone.

13. WEIGHTAGES:

The following will be the weightages for different courses.

(i) Lecture or Lecture cum Tutorial based course:	
Internal Assessments	- 50%
End Semester Examination	- 50%
(ii) Laboratory based courses	
Internal Assessments	- 75%
End Semester Examination	- 25%
iii) Project work	
Internal Assessments	- 60%
Evaluation of Project Report by external examiner	- 10%
Viva-Voce Examination	- 30%
iv) Seminar/Industrial Training/Summer Projects	
Internal Assessment	-100%

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 points, will be awarded as detailed below:

Letter grade	Grade Points
S	10
A	9
B	8
C	7
D	6
E	5
U	0
W	0

The range of marks for each grade is decided at the respective class committee meetings.

A student is deemed to have passed and acquired the corresponding credits in a particular course if he / she obtained any one of the following grades: "S", "A", "B", "C", "D", "E".

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

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 grades scored.
- The Grade Point Average (GPA) for all the courses of 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 grade 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.

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

where C_i – is the Credits assigned to the course
 GP_i – is the Grade 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**

“U” and “W” grades will be excluded for calculating GPA and CGPA.

15. ELIGIBILITY FOR THE AWARD OF THE DEGREE

A student shall be declared to be eligible for the award of the Degree if he/she has:

- Successfully acquired the required credits as specified in the Curriculum corresponding to his/her Programme within the stipulated time.
- No disciplinary action is pending against him/her.
- Successfully completed the field visit/ industrial training, if any, as prescribed in the curriculum.
- The award of the degree must be approved by the Syndicate.

16. CLASSIFICATION OF THE DEGREE AWARDED

16.1 FIRST CLASS WITH DISTINCTION:

A candidate who satisfies the following conditions shall be declared to have passed the examination in **First class with Distinction**:

M.E. / M.Tech., M.B.A., M.Sc. (2 years)(Full Time)

- Should have passed the End semester examination in all the courses of all the four semesters in his/her **First Appearance** within two years. Withdrawal from examination (vide Clause 17) will not be considered as an appearance. One year authorized break of study (if availed of) is permitted in addition to two years for award of First class with Distinction.
- Should have secured a CGPA of not less than 8.50

M.E. / M.Tech., M.B.A.(Part Time) and M.C.A (Full Time)

- Should have passed the End semester examination in all the courses of all the six semesters in his/her **First Appearance** within three years. Withdrawal from examination (vide Clause 17) will not be considered as an appearance. One year authorized break of study (if availed of) is permitted in addition to three years for award of First class with Distinction.
- Should have secured a CGPA of not less than 8.50

16.2 FIRST CLASS:

A candidate who satisfies the following conditions shall be declared to have passed the examination in **First class**:

M.E. / M.Tech., M.B.A., M.Sc. (2 years)(Full Time)

- Should have passed the End semester examination in all the courses of all the four semesters within three years which includes one year of authorized break of study, if availed of (or) prevention from writing the End Semester examination due to lack of attendance, if applicable.
- Should have secured a CGPA of not less than 6.50.

M.E. / M.Tech., M.B.A. (Part Time) and M.C.A.

- Should have passed the End semester examination in all the courses of all the six semesters within four years which includes one year of authorized break of study, if availed of (or) prevention from writing the End Semester examination due to lack of attendance, if applicable.
- Should have secured a CGPA of not less than 6.50.

16.3 SECOND CLASS:

All other candidates (not covered in clauses 16.1 and 16.2) who qualify for the award of the degree (vide Clause 15) shall be declared to have passed the examination in Second Class.

- 16.4** 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.

16.5 REVALUATION

A candidate can apply for revaluation as well as Photocopy-cum-Revaluation of his / her semester examination answer paper in a theory course, within 2 weeks from the declaration of results, on payment of a prescribed fee through proper application to the Additional Controller of Examination through the Head of Departments. The Additional Controller of Examination will arrange for the revaluation and results will be intimated to the candidate concerned through the

Head of the Department. Revaluation is not permitted for practical courses, Seminars, Practical Training and for Project work.

A candidate can apply for revaluation of answer scripts for not exceeding 5 subjects at a time.

17 PROVISION FOR WITHDRAWAL FROM EXAMINATION:

- 17.1 A candidate may, for valid reasons, (medically unfit / unexpected family situations) be granted permission to withdraw from appearing for the examination in any course or courses in any one of the semester examination during the entire duration of the degree programme. Also only one application for withdrawal is permitted for that semester examination in which withdrawal is sought. For such permitted withdrawal, the candidate has to register and reappear in the subsequent semester.
- 17.2 Withdrawal application shall be valid only if the candidate is otherwise eligible to write the examination (Clause 9) and if it is made within TEN days before the commencement of the examination in that course or courses and also recommended by the Head of the Department.
- 17.3 Notwithstanding the requirement of mandatory TEN days notice, applications for withdrawal for special cases under extraordinary conditions will be considered on the merit of the case.
- 17.4 Withdrawal shall not be construed as an appearance for deciding the eligibility of a candidate for First Class with Distinction and First Class.
- 17.5 Withdrawal is not permitted during final semester. Withdrawal is NOT permitted for arrears examinations of the previous semesters.

18. AUTHORIZED BREAK OF STUDY FROM A PROGRAMME

- 18.1 A candidate is normally not permitted to temporarily break the period of study. However, if a candidate happens to discontinue the programme temporarily in the middle of duration of study for valid reasons (such as accident or hospitalization due to prolonged ill health) and to rejoin the programme in a later semester he / she shall apply to the Director, Academic Courses in advance, in any case, not later than the last date for registering for the semester in question, through the Head of the Department stating the reasons.
- 18.2 The candidates 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, Academic Courses in the prescribed format through Head of the Department for prescribing additional courses, if any, at the beginning of the readmitted semester itself, so as to compensate for the shortage of the credits.
- 18.3 The authorized break of study will not be counted towards the duration specified for passing all the courses for the purpose of classification (vide Clause 16.1).

- 18.4 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 3.1 irrespective of the period of break of study in order that he / she may be eligible for the award of the degree.
- 18.5 If any student is detained for want of requisite attendance, progress and good conduct, the period spent in that semester shall not be considered as permitted 'Break of Study' and Clause 18.3 is not applicable for this case.
- 18.6 In case of any valid reasons for extension of Break of Study, such extended Break of Study may be granted by the approval of the Director, Academic Courses for a period not more than 1 year in addition to the earlier authorized Break of Study. Such extended break of study shall be counted for the purpose of classification of degree (vide clause 16.1 and 16.2).
- 18.7 If the candidate has not reported back to the department, even after the extended Break of Study, the name of the candidate shall be deleted permanently from the college enrollment. Such candidates are not entitled to seek readmission under any circumstances.

19. DISCIPLINE

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. In the event of an act of indiscipline being reported, the Registrar shall constitute a disciplinary committee consisting of senior faculty to inquire into the acts of indiscipline and to recommend suitable disciplinary action for approval and implementation.

20. REVISION OF REGULATION AND CURRICULUM

The University may from time to time revise, amend or change the Regulations, scheme of examinations and syllabi and if necessary the same brought to the Academic Council and the Syndicate the approval.
