

# **ANNA UNIVERSITY**

**University Departments (CEG, ACT & MIT campuses)**

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## **ACADEMIC REGULATIONS – 2023**

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(Revision 1, 2024)

### **B.E. / B.Tech. Programmes (Full-Time)**

*Applicable to the students admitted in B.E. / B.Tech. Programmes, offered in  
University Departments (UD) – CEG, ACT & MIT campuses, from the  
Academic year 2023 – 2024*



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## 1. Title

These regulations shall be called as 'Academic Regulations 2023 (Revision 1, 2024)', which is a revised version of Regulations 2023. In short, it is referred as 'AR2023-R1'.

## 2. Scope

**2.1.** The regulations provided herein shall apply to the students admitted in the Undergraduate (UG) Programmes offered in University Departments [College of Engineering Guindy (CEG), Alagappa College of Technology (ACT) & Madras Institute of Technology (MIT) campuses] of Anna University, Chennai from the Academic year 2023 – 2024, effective from the academic session 2024 – 2025.

**2.2.** These regulations are quite comprehensive and include definitions of key terms, critical concepts, methods of calculations, roles of various committees, evaluation systems and other academic processes.

## 3. Definitions

**3.1.** 'University' means 'ANNA UNIVERSITY, CHENNAI'.

**3.2.** 'Choice-Based Credit System (CBCS)' is a flexible system of learning that permits students to

- a) learn at their convenient pace.
- b) choose electives from a wide range of elective courses offered by the departments.
- c) adopt an inter / trans-disciplinary approach in learning and
- d) make best use of the expertise of available faculty.

**3.3.** 'Programme' means Degree Programme (i.e) B.E. / B.Tech. Degree Programme.

**3.4.** 'Discipline' means Branch of B.E. / B.Tech. Degree Programme, like Civil Engineering, Biotechnology, etc.,

**3.5.** 'Semester' means a term of study consisting of a minimum of 90 working days (including examinations), with eight 'CONTACT HOURS' per day. The Semester



scheduled between August and December shall be called 'Odd Semester' (I, III, V, VII), and that scheduled between January and May, shall be called 'Even semester' (II, IV, VI, VIII).

- 3.6. **'Course'** refers to a Theory / Laboratory integrated theory / Laboratory subject that is offered in a semester of the Programme.
- 3.7. **'Contact Hours'** means duration of Lecture, Tutorial, Practical or Project Work, as applicable.
- 3.8. **'Credit'** means the weightage assigned to a particular course based on the contact periods to teach the prescribed syllabus. One credit is allocated to 15 contact hours for theory and 30 contact hours for practical.
- 3.9. **'Faculty'** means a group of allied Programmes.
- 3.10. **"Bona fide Student"** means the student who is admitted and joined in the Undergraduate Programme.
- 3.11. **'Head of the Department'** means Head of the University Department concerned.
- 3.12. **'Department Consultative Committee'** means the committee constituted by the University to look after academic and development activities of the Department.
- 3.13. **'Chairperson'** means Head of the Faculty.
- 3.14. **'Head of the Institution'** means the Dean of the respective campus.
- 3.15. **'Additional Controller of Examinations (University Departments)'** means the Authority of the University responsible for all the activities related to End Semester Examinations, including Academic Audit of the University Departments.
- 3.16. **'Director, Centre for Academic Courses'** means the authority of the University who is responsible for all academic activities and for the implementation of relevant rules and regulations.
- 3.17. **'Academic Council'** means the principal academic body of the University and has control over regulation of teaching and examinations in the University and responsible for the maintenance of the academic standards.
- 3.18. **'Syndicate'** means the apex governing body of the University.

## 4. Admissions

4.1. Admissions to B.E., / B. Tech programmes offered in the University Departments (CEG, ACT & MIT campuses), shall be as per the prescribed norms by Govt. of Tamil Nadu as given below.

- ❖ Required to have a pass in Higher Secondary Course Examination (Academic 10 + 2) Curriculum or its equivalent examinations with Mathematics, Physics and Chemistry. Other eligibility criteria such as minimum marks in each of the above courses for different categories of communities, number of attempts and physical fitness shall be as prescribed by the Govt. of Tamil Nadu from time to time.

4.2. Admission of students directly to second year (Lateral entry) of B.E., / B. Tech programme shall be as per the prescribed norms by the Govt. of Tamil Nadu as given below.

- ❖ Those who possess a Diploma in Engineering / Technology awarded by the Directorate of Technical Education, Tamil Nadu or its equivalent are eligible to apply for Lateral entry admission to the third semester of B.E. / B.Tech. Programme. Other eligibility criteria such as discipline of Diploma, marks, number of attempts and physical fitness shall be as prescribed by the Govt. of Tamil Nadu from time to time.

**(Or)**

- ❖ Those who possess the Bachelor of Science (B.Sc.) (10+2+3 stream) with Mathematics as a subject at the B.Sc. Level are eligible to apply for Lateral entry admission to the third semester of B.E. / B.Tech. Programme. Other eligibility criteria such as marks, number of attempts and physical fitness shall be as prescribed by the Govt. of Tamil Nadu from time to time.

4.3. All students admitted provisionally or otherwise to any programme shall submit original Transfer Certificate, copies of their mark sheets, Photo ID proof, etc. of

the qualifying examination and other documents at the time of admission or by the last date as prescribed by the University.

- 4.4.** The admission of a student who fails to submit the prescribed documents by the specified date or fails to meet other stipulated requirement(s) may be cancelled by the University. The University may also cancel the admission of a student at a later time if it is found that the student was unfit at the time of admission or had furnished some false information/ certification or suppressed relevant information while seeking admission to the University.

## **5. Programme Structure**

### **5.1. Curriculum**

Every Programme has a prescribed structure which, in general terms, is known as the 'Curriculum' that prescribes all the courses / labs / other requirements for the award of degree and sets out the nominal sequence semester wise.

### **5.2. Programme Duration**

- (i). A student admitted with HSC qualification (10 + 2) is expected to complete the B.E., / B. Tech., programme in a minimum duration of FOUR years (Eight Semesters). The maximum permissible time of the B.E., / B. Tech. is SEVEN years, within which the student is expected to complete all the requirements of the curriculum for the programme.
- (ii). A Student admitted directly to second year (Lateral entry) is expected to complete the B.E., / B. Tech., programme in a minimum duration of THREE years (Six Semesters). The maximum permissible time of the B.E., / B. Tech. is SIX years, within which the student is expected to complete all the requirements of the curriculum for the programme.

### 5.3. Course Categories

Every B.E. / B. Tech. Programme will have a curriculum consisting of theory and practical courses, with prescribed syllabi as categorized below:

- I. **Engineering Science Courses (ESC)** include courses such as Mathematics, Physics, Chemistry, Biology, etc.
- II. **Humanities, Social Sciences & Management Courses (HSMC)** include English, Employability Skills, Engineering Ethics and Management courses.
- III. **Professional Core Courses (PCC)** include the core courses relevant to the chosen discipline.
- IV. **Professional Elective Courses (PEC)** are the courses which can be chosen from a larger pool of courses and are very specific / specialised / advanced / supportive to the discipline which nurtures the students' proficiency in the discipline.
- V. **Emerging Technology Courses (ETC)** are the courses on the latest advancements in various fields of engineering and technology.
- VI. **Open Elective Courses (OEC)** are elective courses chosen from other disciplines, with an intention to seek interdisciplinary / multidisciplinary / transdisciplinary exposure to the students.
- VII. **Self-Learning Course (SLC)** is a course to be selected by the students allowing them to be interacting with global network of faculty, peers, and industry experts from anywhere in the world, that facilitates developing an aptitude for life-long learning.
- VIII. **Industry Oriented Courses (IOC)** are offered to allow students to expand their knowledge and skills in specific areas and meet the ever-changing needs of the various industrial sectors.



- IX. **Skill Development Courses (SDC)** are the courses offered to enhance specific abilities and competencies of the students in academic and professional contexts.
- X. **University Courses (UC)** are the courses which encompasses a wide range of areas, from arts, and humanities to the sciences and technology, by and large, adds value to the Programme of study. Various activities towards personality development such as NCC / NSS / NSO / YRC, etc. are also part of UC.
- XI. **Value Added Courses (VAC)** are the courses not prescribed in the respective curriculum, that are offered to the students to provide additional value to the student's education for enhancing the knowledge and skills.
- XII. **Off Campus Courses (OCC)** are the courses that can be undergone by the student, offered by other institutions.

#### 5.4. Medium of Instruction

Medium of Instruction for all the B.E., / B. Tech., programmes are English. In addition, B.E., Mechanical Engineering & B.E., Civil Engineering are also offered with medium of instruction as Tamil.

#### 5.5. Assignment of Credits

- (i). Each course is assigned with credits with respect to contact periods as given in Table 1.

**Table 1 – Credits for Contact Period(s)**

Contact Period	Credits
1 Lecture Hour	1
1 Tutorial Hour	1
1 Laboratory Hour	0.5

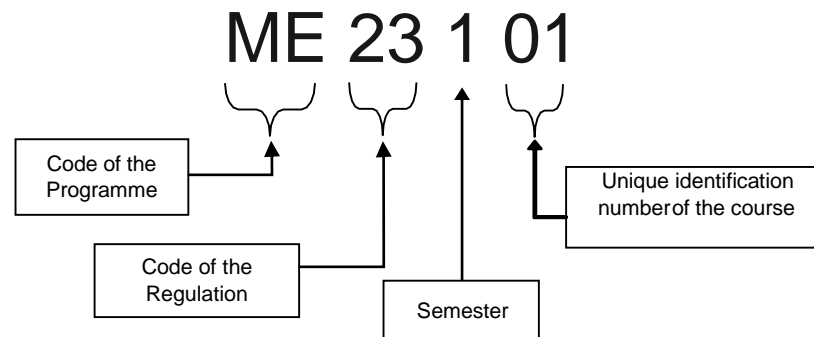
- (ii). ONE credit is assigned to 'Industrial training / Internship' for every 'TWO WEEKS' duration.

- (iii). ONE credit is assigned to 'SWAYAM / NPTEL' courses for every 'FOUR WEEKS' duration.

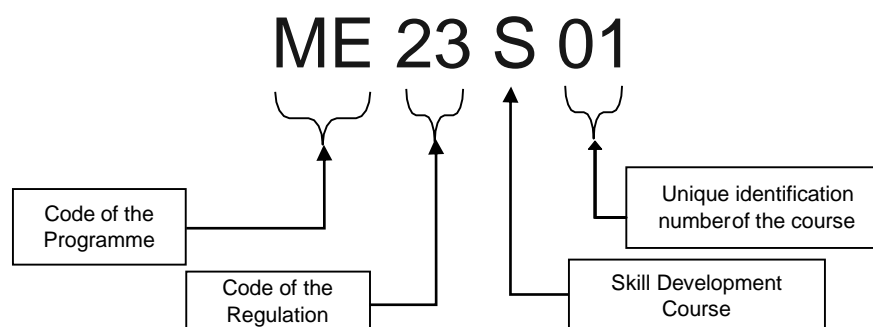
## 5.6. Course Code

Each course offered by a department under Professional Core Courses category is assigned with a course code consisting of two alphabets, followed by five numerals. First two alphabets denote the code of the Programme. First two numerals denote the code of the Regulation. Third numeral denotes 'Semester' and last two numerals denotes the unique identification number of the course.

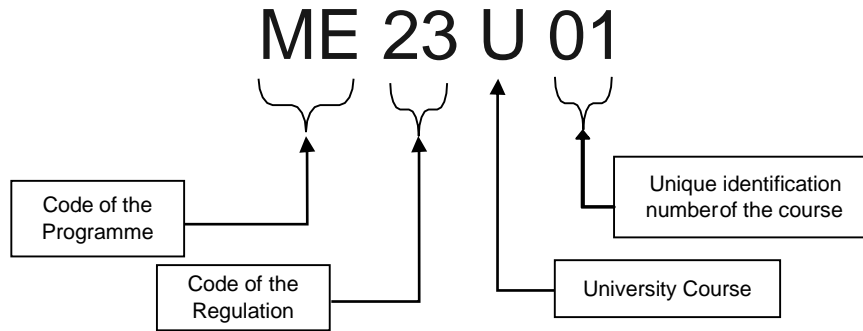
- For example, in B.E., Mechanical Engineering programme, a particular PCC offered in the first semester is denoted as



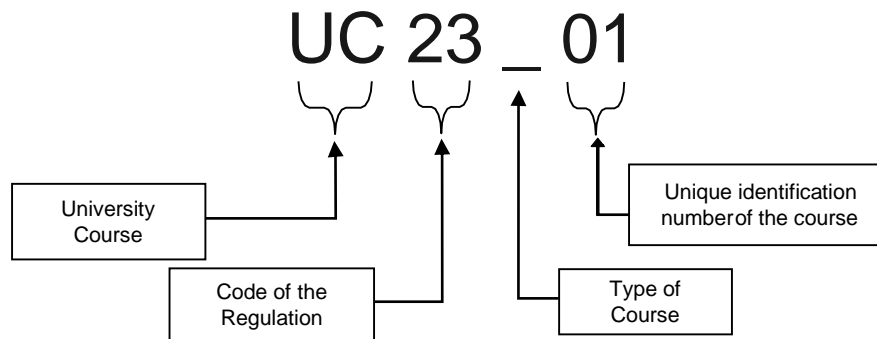
- For Professional Elective Courses offered by the Department, the third numeral denoting 'Semester' is designated as '0'.
- For Open Elective Courses offered by the Department, the third numeral denoting 'Semester' is designated as '9'.
- For common courses offered by the Department, the third numeral denoting 'Semester' is designated as 'C'.
- For Skill Development Courses offered with respect to discipline, course codes are assigned as follows.



For University Courses offered with respect to discipline are assigned code as follows.



For University courses offered with common syllabus are assigned code as follows.



Types of courses with designated letters are given as follows;

A – Audit Courses, E – Engineering Entrepreneurship Development Course, H – Heritage Course, P – NCC / NSS / NSO / YRC activities, U – Universal Human Values Course, S – Skill Development Course.

## 6. Induction Programme

The students shall undergo a mandatory two-week induction programme comprising of physical activity, creative arts, universal human values, general proficiency modules, lectures by eminent people, visits to local areas and familiarization to department / branch immediately after getting admitted in the University.

## 7. Academic Calendar

The dates of all academic activities including those of course registration, first and the last days of classes, examinations, supplementary examinations and vacation are published in the Academic Calendar every year. The academic calendar for each year shall be available in the University website.

## **8. Mentoring & Statutory Support for Students**

### **8.1. Faculty Advisor**

University Departments of Anna University operates in a system of faculty advisors, where a faculty member is assigned to look after the general welfare of a set of students. The faculty advisors offer all the necessary guidance and help in academic matters, and, if need be, in personal matters. Students are expected to consult the Faculty Adviser on any matter relating to their academic performance and the courses they may take in various semesters. Notwithstanding, the following are some of the roles and responsibilities of a faculty advisor:

- ❖ Discuss what the student already knows about the University system and give the students relevant information, especially in the beginning of the student's academic programme.
- ❖ Review courses already taken and those offered in the upcoming semester.
- ❖ Serve as a guide to the students in their course selection.
- ❖ Serve as a liaison between students and course instructors on many academic matters including learning disabilities, language barriers, etc.
- ❖ Review students' academic progress at least once a semester.
- ❖ Identify cases where the students' performance is deteriorating. Discuss with the student and suggest avenues for improvement / support.
- ❖ Provide the details about scholarship, placement, co-curricular and extra-curricular activities of the students.
- ❖ Coordinate with other academic bodies, if needed.

### **8.2. Grievance Cell**

Each Department shall have a 'Student Grievance Committee'. Students shall approach this committee in the event of academic as well as non-academic

grievances. This committee shall be constituted by the respective Head of the Department, with the approval of the competent authority.

### **8.3. Counselling Cell**

- (i). University Departments have a dedicated guidance and counselling unit. This cell comprises of psychological counsellors, faculty representatives and student representatives. This cell shall help and offer advice in all kinds of matters. This counselling cell shall be constituted by the respective Dean of the campus.
- (ii). Induction Program which is a part of orientation programme shall be conducted by the counselling cell, aimed at offering the incoming students, an interface to understand and interact with the diverse student community in the University Departments. With the University having a stringent anti-ragging policy, the programme also doubles up as an excellent icebreaker. The objectives of the student mentor program include:
  - ❖ Welcoming and orienting the new students at the University Departments.
  - ❖ Guiding the new students about life at the University campuses and its activities, college fests, etc.
  - ❖ Providing academic guidance to the students.
  - ❖ Enforcing the anti-ragging rule.

On the whole, the Induction Program aims to provide the incoming students with a cordial environment to make their transition to the Anna University way of life as smooth and fun-filled as possible.

### **8.4. Prevention of Sexual Harassment (POSH) Cell**

POSH Cell is established to ensure a safe and secure working / studying environment for Girls and Women in the University. More information about this cell can be accessed at the following link: <https://www.annauniv.edu/POSH/index.php>

### **8.5. SC / ST Cell**

A separate cell is functioning in the University to safeguard the rights and privileges of the students, belonging to SC / ST category. This cell also informs the students about the various scholarships and fellowships and encourages them to apply relevant ones. More information about this cell can be accessed at the following link: <https://www.annauniv.edu/scstcell/>

### **8.6. Course Committee**

Any course handled by more than one 'Course Instructor' shall have a 'Common Course Committee', comprising of all the instructors handling that particular course. Based on the recommendations of the respective Head of the Department offering the course, one among them shall be nominated as 'Common Course Coordinator' by the respective Faculty Chairperson. The Head of the Department shall send the approved list of 'Common Course Coordinator' to the Director, Centre for Academic Courses at the time of finalisation of timetable itself. Three meetings shall be conducted in an academic session and the frequency of meeting and agenda of the meeting, shall be at the discretion of the Common Course Coordinator. It is pertinent that 'Minutes of the Meeting' shall be recorded and the same shall be submitted to the Head of the Department concerned, for information and necessary action. A common question paper shall be set by the Common Course Coordinator for the end semester examination, in consultation with all the 'Course Instructors' of that particular course.

### **8.7. Academic Monitoring Committee**

- (i). The Academic Monitoring Committee (AMC) shall function under the chairpersonship of a Professor who does not handle any course for the particular students, to be nominated by the respective Head of the Department.
- (ii). In an academic session, four separate AMC shall be constituted with the approval of the respective Faculty Chairperson for first, second, third and final-year students, at the beginning of each semester.

- (iii). AMC shall consist of course instructors and student representatives (minimum of 6 students) and Faculty Advisor(s). One among the Course Instructor shall be nominated as Coordinator for the AMC, who shall assist the Chairperson in all aspects towards the smooth conduct of meetings.
- (iv). The first meeting of AMC shall be held within fifteen days from the date of commencement of the academic session. Three subsequent meetings in a semester shall be convened in a suitable frequency. s
- (v). Head of the Department may attend any of the AMC meeting, at his / her discretion.
- (vi). Major responsibilities of the committee include;
  - a) Addressing difficulties experienced by students in the classroom and in the laboratories, if any.
  - b) Analysing the academic performance of the students after each assessment test and finding ways and means of improving the performance of the students.
  - c) Preparation of Minutes of the Meeting and submit the same to the respective Head of the Department, within THREE working days from the date of meeting.
  - d) Circulation of Record of each meeting amongst the students and Course Instructors concerned.
  - e) Any Points requiring action from the University shall be brought to the notice of the Director, Academic Courses, for necessary action.
  - f) Finalisation and approval of semester examinations results, ensuring the highest standards of academic integrity and promoting utmost transparency.

- g) Communication of approved results within THREE working days, from the date of meeting to the Additional Controller of Examinations, through the respective Head of the Department, for further action.

## 9. Class Timings

The classes are usually scheduled between 08:30 AM to 04:45 PM with a lunch break from 12:15 PM to 01:10 PM. Additional classes shall be scheduled in the morning and evening hours at the convenience of the Course Instructor to the students opting for Honours / Minor Programmes. One Contact Hour is of 50-minute duration with a 5-minute recess in between each Period. While the regular classes are scheduled in a 5-day week, from Monday to Friday, the instructors may schedule some additional classes/exams/activities in the weekends too. However, classes for Honours, Minor and IOC shall be scheduled, before or after working hours also.

## 10. Registration of Courses

- 10.1.** Each student admitted is required to register before the commencement of each semester to undergo the courses during that period in the Institute. Registration is a very important procedural part of the academic system for ensuring that the student's name is on the roll list of each course that the student wants to study.
- 10.2.** The students who are admitted under Lateral Entry mode shall undergo the additional courses as 'Bridge Courses' in the third and fourth semesters as prescribed in the respective curriculum.
- 10.3.** Registration for courses has to be done through the web-based system within the prescribed dates as per the Academic Calendar. The submitted registration will be considered auto approved and hence students are advised to carefully complete the registration process. Responsibility for completion of the registration process correctly on time, rests with the students and they may approach the Head of the Department concerned, for any clarifications.
- 10.4.** Every student shall pre-register for the subsequent semester through online, at



the time specified in the Academic Calendar. It may be noted that pre-registration is an expression of interest for the courses in the subsequent semester and the student has time till add-drop date to make any changes in the list of courses selected during the pre-registration

**10.5.** Students may add or drop courses using the online registration system during the period specified for this purpose in the Academic Calendar. Each add/drop request needs to be accepted by the Head of the Department concerned. The following are some rules regarding add / drop of courses.

- ❖ Dropping a course can be done within two weeks from the start of Academic session.
- ❖ Dropping of the course after two weeks is not possible and even if the student does not participate in the classes / examinations.

**10.6.** If the student is unsuccessful in PEC and OEC, in a particular semester, student shall be permitted to opt for alternate course(s) under these categories in the subsequent semester(s).

**10.7.** Professional Elective Courses shall be selected in the specialised groups given as verticals. Students shall choose the courses from various Verticals as specified in the respective curriculum. However, one course in a row from the array of verticals shall be chosen in a particular semester. Registration of more than one course in a row, from the array of verticals shall not be permitted. This shall be applicable to the students, including those opting for Honours by Course Works.

**10.8.** A student can choose all the Professional Elective Courses either from one of the verticals or a combination of courses from all verticals in a semester. However, students irrespective of enrolling for additional courses for B.E. / B. Tech. (Hons.) are not permitted to choose more than one course from a row. Minimum enrolment of 10 students is required to offer a professional

elective course and open elective course. However, this minimum enrolment of students is not applicable for offering the courses under B.E. / B. Tech. (Hons) and B.E. / B. Tech. Minor Degree.

- 10.9.** Students shall register for courses in a semester, with maximum credit limit of 36, that includes courses registered due to Shortage of Attendance, Honours and Minor.
- 10.10.** A student shall not register and appear for the courses which are successfully completed by the student for any reasons whatsoever.
- 10.11.** Students shall be permitted to register additional courses under PCC / PEC / OEC in any programme with the prior permission of the Head of the Department of the student and also from the Head of the Department offering the particular course. The credits earned shall be printed in the grade sheet and not be considered for the computation of CGPA.
- 10.12. Value-Added Course (VAC)**
- (i). Students have the option of registering for Value Added Course(s) (VAC) and the credits earned after successful completion of VAC shall be featured in the Grade sheet. However, credits earned (if any) will not be considered for computation of CGPA. Students shall be allowed to take these courses offered in other Departments also, but with the permission of the Head of the Department of student and Head of the Department offering the course.
  - (ii). The details of the syllabus, timetable and faculty shall be sent to the Director, Centre for Academic Courses with the recommendation of the respective Departmental Consultative Committee (DCC).
  - (iii). The courses once approved by the University represented by any Department shall be notified in the University website and these courses can also be offered by other University Departments.

- (iv). The result(s) of VAC shall be printed in grade sheet, only upon successful completion of the course. However, the credits earned shall not be considered for computation of CGPA.

### **10.13. Off Campus Course (OCC)**

- (i). Student has the option of registering courses (maximum of three courses) in physical / online / hybrid mode, with the recommendations of the DCC and shall be communicated to the Director, Centre for Academic Courses for further action. At the end of an academic session (except VIII semester), the student shall submit the request for permission to register for OCCs in the ensuing academic session. However, repetition of courses already registered / completed shall not be permitted.
- (ii). Students shall opt for the OCC offered
- a) By SWAYAM / NPTEL portal.
  - b) By Central / State funded Universities or Institutions, which are in the top 20 positions in the latest National Institutional Ranking Framework (NIRF) ranking. NIRF ranking is based on respective stream for PEC and based on any stream for OEC.
  - c) Directly by foreign Universities within QS ranking 300 for the last three years and not through Edutech platforms.
  - d) By Central / State Research Laboratories or Institutions (other than Universities & Colleges) or Companies / Firms (manufacturing, software or service) related to the programme and involved in transfer of knowledge (provided the knowledge transferring company is a spinoff from an Engineering / Technology practicing Industry) and sharing the experience of the respective industry. This Company / Firm offering the OCC, should have an average annual turnover of more than 100 crores over a period of 5 years. In this case, the

academic content and delivery shall be in consonance with the University academic standards and norms and the minimum qualification of the course instructor shall be B.E./B.Tech with 10 years of research / industrial experience. Such courses shall be offered only through MoU / MoA between Anna University and such Company / Firm. The design of such courses with regard to the syllabus content, duration of each course and number of credits offered shall be decided in consultation with the respective Single Point of Contact (SPoC) of the respective MoU / MoA. A course coordinator shall be nominated from the Department, who shall jointly set the question paper & evaluate answer script(s) with the Course Instructor from the Company / Firm for the continuous assessments and end semester examination conducted by the University.

e) Through student exchange programme (refer Student Exchange Guidelines), based on MoU & Learning Agreement. The credits earned by the students in the University abroad shall be transferred as per the learning agreement.

(iii). Number of courses that can be registered shall not exceed 'TWO', subject to the maximum credit limit of 36, in a semester.

(iv). For each department, a Coordinator shall be nominated as a Single Point of Contact (SPoC) by the respective Head of the Department, for coordinating all the activities related to the OCCs.

## **11. Attendance Criterion**

**11.1.** The students are expected to attend all the classes without fail. The University mandates a minimum of 75% attendance to the students in each course to be eligible for appearing in the University End Semester Examination of the particular course. Attendance of the student is calculated as follows.

$$\% \text{ of attendance} = \frac{\text{Actual No. of Classes attended}}{\text{Total No. of Classes conducted}} \times 100$$

**11.2.** For medical reasons, if a student is not able to attend classes, 'Medical Certificate' shall be furnished to the Head of the Department concerned, within 5 days from the date of reporting back for class work. In the event of student not able to secure 75% attendance, but has at least 65% attendance, such 'Medical Certificate' shall be considered, with the approval of the respective Head of the Department, to calculate attendance as follows;

$$\% \text{ of attendance} = \left( \frac{\text{Actual No. of Classes attended}}{\text{Total No. of Classes conducted} - \text{No. of Classes held during the medical emergency}} \right) \times 100$$

The student shall be permitted to appear in the University End Semester Examinations, if the % of students' attendance is 75% for each course.

**11.3.** Under any circumstances, medical certificate(s) submitted after the due date, as stipulated in Clause 11.2 shall not be accepted and in this case, % of attendance of the student is calculated as given in Clause 11.1

**11.4.** The student shall be prevented from appearing in the end semester examination for a particular course, if the % of attendance in that course is less than 75%. Students who are prevented for 'Shortage of Attendance' shall repeat the course, when offered next in the subsequent semester(s) by the Department. If the academic regulation is changed, equivalent courses for PCC & UC categories shall be recommended by the respective Head of the Department and the student have to undergo these courses for completion of the programme.

**11.5.** If a student has shortage of attendance in all the registered courses in a semester, the student shall not be permitted to attend the courses of subsequent semester. In such case, the student has to repeat all the courses in the semester, when offered next by the Department.

**11.6.** The students should get prior approval from the respective Head of the

Department to attend campus recruitments, seminars, project works, internships, co-curricular and extra-curricular activities including Sports. Only upon prior approval of Head of the Department, attendance for the above said activities shall be considered as 'ON-DUTY'. Additional classes may be conducted by the Department to the student(s) who are participating only in Sports activities, representing the University in the University / State / National / International Level so as the students shall attain the prescribed % of attendance to appear in the University End Semester Examinations.

- 11.7.** The list of students eligible for appearing the end semester examination(s) and prevented from writing the end semester examination(s) shall be published and displayed in the Department notice board on or before last working day.
- 11.8.** A student, if eligible for appearing in the end semester examinations shall be allowed to withdraw the course(s) for bona fide reasons, only with prior approval of the Head of the Department and the same shall be intimated to the Director, Centre for Academic Courses. In case of medical emergencies alone, post-facto approval may be accorded with prior intimation received from the student or parent or guardian to the Head of the Department. Students shall appear for the 'End Semester Examination' in the subsequent semester. The courses withdrawn shall not be considered as an appearance for classification of degree. For any courses that may be withdrawn by the student in the final semester of the programme, supplementary examination shall be conducted within a maximum period of 45 days from the date of publication of the results.

## **12. Break of Study**

- 12.1.** Students shall be permitted to avail ONE 'Break of Study' in the entire four years of the programme, either for ONE semester or TWO consecutive semesters, for bona fide reasons (such as hospitalization / accident / specific illness) only. The student shall apply for Break of Study (application to be downloaded from the University



website) to the respective Head of the Department through email / letter, which in turn shall be forwarded to the Director, Centre for Academic Courses for further action. Under any circumstances, student is not permitted to request for Break of Study retrospectively and also request for Break of Study will not be accepted after the generation of 'Prevention list'. Maximum duration of the Programme, as given in Clause 5.2 includes the period of above approved Break of Study.

**12.2.** Students who are granted 'Break of Study', shall be allowed to appear for the End Semester Arrear Examinations for backlog courses, if any.

### **13. Unauthorised Absence**

If a student has not reported to the Department for a semester without any prior intimation for 'Break of Study', then the admission of the student stands cancelled following the University procedure, that includes intimation to the student & parent / guardian through email regarding prolonged absence.

### **14. Re-joining the Programme**

After the end of approved 'Break of study', student shall be permitted to re-join the programme in that particular semester, for which 'Break of Study' has been granted to the student. Regulations & Curriculum in force shall be applicable at the time of re-joining. Appearance of the student (including absence) in the end semester examinations for these courses in that particular semester shall be considered as 'First Appearance'. If there is any change of Regulations & Curriculum, the student has to undergo additional courses or get exemption from undergoing the courses, as recommended by the committee, constituted by the Director, Centre for Academic Courses. Recommendations of the committee, with the approval of the respective Faculty Chairperson, shall be sent to the Director, Centre for Academic Courses, for further action.

## 15. Termination

- 15.1. Admission of the student shall lapse after the maximum permissible duration of the programme. Hence, a student who is not able to complete the requirements for the award of degree, within the maximum permissible time, will deem to be automatically terminated from the programme.
- 15.2. Students faced with disciplinary action for any serious offence (For example: ragging) may also face premature termination from the programme, based on the recommendations of the disciplinary action committee.

## 16. Vacation

The University Departments have two vacations (winter, summer) in a year, as per the academic calendar.

## 17. Teaching & Evaluation

- 17.1. The courses to be offered are decided by the Department concerned, taking into consideration all the requirements of the Programme. For offering course(s) under PEC and OEC category, it is mandatory that at least 10 students shall register for the particular course. However, this minimum number is not applicable for students enrolling for Honours & Minor Degree.
- 17.2. Each course is conducted by a Course Instructor and the Course Instructor has the overall responsibility for successful conduct of class work and shall maintain the attendance and assessment record of the students for the courses handled.
- 17.3. Semester-wise performance assessment of the student is evaluated through continuous assessments and / or end semester examinations. Each course, theory, practical and Laboratory integrated theory shall be evaluated for a maximum of 100 marks.
- 17.4. **For 'Theory (T) Courses'**, evaluation shall be through continuous assessments and end semester examination. Continuous assessment shall have the weightage of 40% & End semester examination shall have the weightage of 60%.



- (i). Continuous assessments comprise of two tests and activities. For each test, there shall be a minimum of ONE 'activity' which include assignments, group assignments, quizzes, etc. Weightage for test is 80% and for activity, it is 20%, as provided in Table 2. Average of marks obtained in two assessments, shall be taken as internal marks for the particular course.

**Table 2 – Weightage for Continuous Assessment in Theory (T) Courses**

Assessment – I	Assessment – II	Activities	Total
40%	40%	20%	100%

- (ii). End semester examination shall be conducted for 100 marks for a duration of THREE hours.

**17.5. For 'Laboratory Integrated Theory (LIT) Courses'**, evaluation shall be through continuous assessments and end semester examination. Continuous assessment shall have the weightage of 50% & End semester examination shall have the weightage of 50%.

- (i). Continuous assessments comprise of two tests, laboratory practical and activities. For each test, there shall be a minimum of ONE 'activity' which include assignments, group assignments, quizzes, etc. Weightage for test shall be 50%, for laboratory / activity, it shall be 50%. The assessment of laboratory practical component will be based on turn-to-turn supervision of the student's work, performance in laboratory practical tests (Mid-term & End-term). Rubrics for each laboratory practical component shall be arrived in the common course committee at the beginning of the semester. Average of marks obtained in two assessments (test, activities & laboratory practical), shall be taken as internal marks for the particular course. Details of theory and practical component with respect to credits are presented given in Table 3.

**Table 3 – Weightage for Continuous Assessment in LIT Courses**

S. No.	L-T-P	C	Continuous Assessments	
			Theory	Practical
1.	1-0-2	2	25%	25%
2.	1-0-4	3	15%	35%
3.	2-0-2	3	35%	15%
4.	3-0-2	4	35%	15%
5.	2-0-4	4	25%	25%
6.	3-0-3	4.5	35%	15%
7.	3-0-4	5	35%	15%

- (ii). End semester examination shall be conducted for 100 marks with a duration of THREE hours with weightage as provided in the Table 4.

**Table 4 – Weightage for End Semester Examinations in LIT Courses**

S. No.	L-T-P	C	End Semester Examination	
			Theory	Practical
1.	1-0-2	2	---	50%
2.	1-0-4	3	---	50%
3.	2-0-2	3	50%	---
4.	3-0-2	4	50%	---
5.	2-0-4	4	40%	10%
6.	3-0-3	4.5	40%	10%
7.	3-0-4	5	40%	10%

**17.6.For ‘Laboratory (L) Courses’,** evaluation shall be through continuous assessments and end semester examination. Continuous assessment shall have the weightage of 60% & End semester examination shall have the weightage of 40%.

- (i). Continuous assessments will be based on turn-to-turn supervision of the student’s work, submission of observation notebooks, etc. and it has the weightage of 75%. Performance in laboratory practical tests (Mid-term)

examinations shall have the weightage of 25% as given in Table 5. Rubrics for each laboratory course shall be arrived in the common course committee at the beginning of the semester.

**Table 5 – Weightage for Continuous Assessment in Laboratory (L) Courses**

<b>Evaluation of Student's work, Observation, Record, etc.</b>	<b>Midterm Test</b>
75%	25%

- (ii). There shall be one End semester examination for laboratory course conducted for 100 marks and this examination shall be conducted preferably before the commencement of theory examinations.

**17.7. For 'Project Work'**, a student or a group of students shall work in a topic of interest, under a faculty, who shall be the supervisor and need regular interaction (at least twice a week) with the supervisor. Student shall submit a project report and defend it in front of a panel of examiners, upon which the final grade is awarded. The dates for reviews, submission of reports and viva-voce examination are decided by the individual departments. Evaluation shall be through continuous assessments (Three reviews), evaluation of project thesis report and viva-voce examination. Continuous assessment shall have the weightage of 60%. Evaluation of Project thesis report and viva-voce examination shall have the weightage of 20% each. Break-up of marks is presented in Table 6. For assessing the validity and quality of the project work, an external examiner has to be nominated by the respective Faculty Chairperson from the panel of examiners (at least three) proposed by the Project Coordinator through the respective Head of the Department.

**Table 6 – Weightage for Continuous Assessment & End-Semester Examination for Project Work**

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

**17.8. For ‘Internship cum Project Work’** is an industry-based project which mandatorily requires an internal guide & external guide. On receipt of the intimation letter / email regarding the internship, the Head of the Department concerned shall nominate Guide and Co-Guide (if required), for smooth progression of the works.

- (i). Internal Guide is a faculty from the department of the student. An internal co-guide from other department may also be nominated by the Head of the Department concerned, based on the nature of the project work, if required.
- (ii). An external guide shall be identified at the time of offering the internship to the students by the industry concerned and the external guide has to interact with the internal guide & co-guide at regular intervals for formulation, monitoring and completion of the project work. External guide shall be a review committee member for evaluating the progress of the work and performance of the student(s).
- (iii). Any confidential / IPR matters related to the industry concerned, shall be discussed by the external guide from the industry, at the beginning of the internship cum project work with the student(s) and the internal guide(s), in order to arrive at the problem definition & formulation of objective of the Internship cum Project Work.

- (iv). For undergoing internship programme in hassle-free manner and also in the large academic interest of the students and also to maintain the quality of the project work, sufficient information and data shall be provided by the industry concerned to the student, for completion of the Internship cum Project Work.
  - (v). Students who are undergoing 'Internship cum Project Work' in the industries located in the vicinity of Chennai (60 km from the University) shall attend the review in physical mode. Whereas those students who are undergoing 'Internship cum Project Work' in the industries located beyond 60 km from the University shall be allowed to attend the review, either in physical or online mode. Importantly, the external guide shall attend the review, either through online or physical mode.
  - (vi). Evaluation of 'Internship cum Project Work' is as per Clause 17.7.
- 17.9. For 'Internship / Industrial Training',** student shall undergo for a period as stipulated in the respective curriculum of the Programme. This industry in which the student proposes to undergo Internship Industrial Training, shall involve in Design / Fabrication / Production / Manufacturing / Testing / Research & Development / Services, etc. in alignment with the fields related to the programme. After completion of the Internship / Industrial Training, the student shall submit a report, describing the observations, skills acquired, usefulness, etc., along with the attendance certificate issued by the industry concerned. This report shall be evaluated by the committee comprising of three faculty members, constituted by the Head of the Department and one among the faculty shall be nominated as the coordinator. Marks are awarded to the students based on the evaluation with the weightage of 40% for report evaluation, 30% weightage for presentation and 30% weightage for viva-voce examination and is presented in Table 7.

**Table 7 – Weightage for Assessment for Internship / Industrial Training**

<b>Report</b>	<b>Presentation</b>	<b>Viva-Voce</b>
<b>40%</b>	<b>30%</b>	<b>30%</b>

**17.10. For ‘Mini-Project’**, a student or a group of students, aiming at inculcation of design and fabrication / development of a system or solution. Duration and credits are as prescribed in the respective curriculum. A review committee shall be constituted by the respective Head of the Department, consisting of three faculty members viz. an expert, coordinator and respective supervisor for periodical reviews. Performance of the students is assessed by this committee only through continuous assessments, which include three reviews. Weightage is 25% each for the first two reviews and 50% for the third review as given in Table 8. Student(s) shall submit a report in the prescribed format within the deadline as specified by the Head of the Department. This committee evaluates the project report submitted by the student(s) with a weightage of 30% out of 50% and conduct viva-voce examination with a weightage of 20% out of 50%, in the third review.

**Table 8 – Weightage for Assessment for Mini Project**

<b>Review I</b>	<b>Review II</b>	<b>Review III</b>	
		<b>Report</b>	<b>Viva-Voce Examination</b>
<b>25%</b>	<b>25%</b>	<b>20%</b>	<b>30%</b>

**17.11. For ‘Seminar Courses’**, students are encouraged to present a topic of their interest, related to the Programme for better understanding of concepts and to promote critical thinking. This seminar shall enhance the presentation and communication skills of the students. Evaluation shall be through continuous assessments only by the Course Instructor, with equal weightage of the marks obtained in a minimum of three presentations by a student.



- 17.12. 'University Courses' (UC)** are mandatory for the students in the University Departments as prescribed in the curriculum of the respective UG Programme. UC encompasses courses on Human Values, Indian Standards, Entrepreneurship, Sustainability, Heritage and Audit Courses (AC). Activities such as NCC / NSO / NSS / YRC also falls under the category of UC.
- 17.13.** Students shall undergo a course on '**Universal Human Values**' and shall be offered to all the students as per the curriculum of the respective UG Programme. Students shall secure a minimum of 75% attendance. Evaluation is through 'ONE' internal assessment test and submission of minimum TWO assignments. Weightage for assessment test is 70% and for assignments, it is 30%. End Semester Examinations shall not be conducted for this course.
- 17.14.** A course on '**Standards**' shall be offered to the students that are discipline-specific in order to equip the students with essential knowledge on standards with respect to their field of study. Students shall secure a minimum of 75% attendance in this course. Performance of the students shall be evaluated through continuous assessments only with minimum of two internal assessment tests. Out of two tests, one test shall be conducted at the mid-term of the semester and second test shall be conducted at the end of the semester. These two tests shall carry equal weightage.
- 17.15.** For the courses on '**Sustainability**' and '**Engineering Entrepreneurship Development**' offered under UC, the evaluation is as per Laboratory integrated theory courses (Clause 17.5).
- 17.16.** Two Courses on '**Heritage**' shall be offered to the students for appreciation of cultural diversity, promoting inclusivity in the globalized world. Students shall secure a minimum of 75% attendance. Two assessment tests (40% weightage) and end semester examination (60% weightage) shall be conducted, similar to Theory courses as given in Clause 17.4.

**17.17.** Student shall opt for TWO '**Audit Courses**' from the list of courses offered by the University. Among the two courses, one course shall be from the courses listed in Vertical – I and second course shall be either from Vertical – I or Vertical – II. Student shall secure a minimum of 75% attendance in this course. Performance of the students shall be evaluated through continuous assessments only with minimum of two internal assessment tests. Out of two tests, one test shall be conducted at the mid-term of the semester and second test shall be conducted at the end of the semester. These two tests shall carry equal weightage.

**17.18.** One of the four activities, '**National Cadet Corps (NCC) / National Sports Organization (NSO) / National Service Scheme (NSS) / Youth Red Cross (YRC)**', is a mandatory requirement to the students.

- (i). The choice of the activity shall be solely based on the decision of the student and no change shall be permitted at a later stage, after choosing the particular activity. These activities are normally conducted during off-working hours and weekends and are designed to build character and to sensitize the students to social / national development. Camp for each activity shall be conducted during vacation period. Training period and camp duration shall be decided by the respective unit, from time to time.
- (ii). These activities shall not carry any credits and students shall obtain a minimum of 75% attendance. In addition to the above mandatory requirements, the students shall be permitted to take NSS/NSO/NCC/YRC in subsequent years too, if they have interest to pursue further. This shall be printed in the Grade sheet and the credits obtained, if any, shall not be accounted for calculation of CGPA.



### 17.19. Industry Oriented Course (IOC)

- (i). There shall be three IOC to be successfully completed by the student as prescribed in the respective UG curriculum. However, a student shall register for only one course in a semester. Student is also permitted to register for these courses offered by other departments, provided the student has fulfilled the necessary pre-requisites of the course being offered. Students shall obtain a minimum of 75% attendance to be eligible for appearing in the end term examination.
- (ii). Proposal for conduct of Industry Oriented Course (IOC) shall be submitted by a faculty member, who is the Coordinator of the IOC, to the Head of the Department concerned at the commencement of each semester for conducting IOC(s) in the subsequent semester, as per the curriculum.
- (iii). Course content of IOC shall be framed by the identified industrial expert in consultation with the Coordinator. Content shall be of trans / interdisciplinary in nature, with practical applications such as case studies, standards, certifications, etc.
- (iv). The proposal shall contain a brief introduction about the expert and title and lesson plan for 15 hours, tentative schedule of the classes and pre-requisites, if any.
- (v). The received proposals shall be placed before the Departmental Consultative Committee (DCC) by the Head of the Department and recommendations of DCC shall be forwarded to the Director, Centre for Academic Courses for further action, so that the list of approved IOCs shall be widely published among the students through the website and other official media of the University.
- (vi). Classes shall be conducted by the expert through physical / hybrid mode and slot for these courses shall be allotted depending on the availability

of the expert in regular timetable, before or after the working hours. However, time slots on Saturdays may also be judiciously decided by the respective Head of the Department, depending on the convenience of the students and expert. For all sessions, the coordinator shall attend the classes with the students. Attendance register for IOC shall be maintained by the Coordinator.

- (vii). Size of the batch shall be preferably below 75 for both physical and hybrid mode.
- (viii). Conduct of classes for IOC shall be at the University premises and the practical classes or case studies / project, if any shall be conducted at the University / Industry, which shall be decided by the Industry Expert in consultation with the Coordinator.
- (ix). Performance of the students shall be evaluated through continuous assessments only, with two internal assessment tests viz. one test in mid-term of the course and second test at the end of the course. These tests have equal weightage. Mode of assessment can be Quiz, Multiple Choice Questions, Descriptive type, Assignments, Projects, etc., and it is at the discretion of Industrial Expert and Coordinator.
- (x). Students shall also be permitted to attend the IOCs as Value Added Courses after completion of three mandatory IOCs. Upon successful completion of over and above mandatory IOCs as Value Added Courses, the result shall be printed in the Grade sheet and the credit acquired shall not be considered for computation of CGPA.
- (xi). At the end of each IOC, students' feedback shall be obtained and reviewed by the respective Head of the Department and Faculty Chairperson, for further refinement of the course.

### 17.20. Self-Learning Course (SLC)

- (i). Students shall undergo 'ONE' SLC in the entire programme as prescribed in the respective curriculum of UG Programmes. This course shall not be a part of any other course prescribed in the respective UG curriculum.
- (ii). Students shall opt for the courses offered by SWAYAM / NPTEL **OR** State / Central funded Universities **OR** Institutions **OR** Research Laboratories, which are in the top 20 positions in the latest NIRF ranking **OR** Foreign Universities within QS 300 **OR** list of EduTech firms approved by the University, from time to time.
- (iii). Students shall submit a request with a maximum of three interested SLCs to the Head of the Department along with the details of course contents, Name & Affiliation of the instructor, Mode of evaluation, etc., at least SEVEN working days before the end of the academic session for undergoing the approved SLC in the subsequent academic session. Students' requests shall be placed in the Department Consultative Committee (DCC) for consideration and recommendations of the DCC shall be forwarded to the Director, Centre for Academic Courses, for approval.

### 17.21. Courses offered under '**Skill Development Course (SDC)**' category (except Capstone Design Project and IOC) shall be evaluated as follows.

- (i). For courses under Laboratory type, the evaluation shall be as prescribed in the Clause 17.6.
- (ii). For courses under Laboratory Integrated Theory type, evaluation shall be through continuous assessments and end semester examination. Continuous assessments comprise of two tests, practical and activities. For each test, there shall be a minimum of ONE 'activity' which include assignments, group assignments, quizzes, etc. End semester

examination shall be conducted for ONE AND HALF HOUR. Continuous assessments have the weightage of 60% & End semester examination has weightage of 40% and provided in the following Table 9.

**Table 9 – Weightage for Continuous Assessment & End-Semester Examination for SDC (except Capstone Design Project and IOC)**

Course Category	Course Type	Continuous Assessments (60%)		End Semester Examination (40%)	
		Theory	Practical	Theory	Practical
SDC	LIT	15%	45%	15%	25%

**17.22.** In summary, the weightage for various category of courses is given in Table 10 as follows.

**Table 10 – Summary of Weightage for various category of courses**

S. No.	Type / Category	Continuous Assessments	End-Semester Examinations
1.	Theory	40%	60%
2.	Laboratory Integrated Theory	50%	50%
3.	Laboratory	60%	40%
4.	Project Work / Internship cum Project Work	60%	40%
5.	Internship / Industrial Training	100%	---
6.	Mini-Project	100%	---
7.	Seminar	100%	---
8.	Industry Oriented Course	100%	---
9.	Skill Development Course – LIT type (other than Capstone Design Project & IOC)	60%	40%
10.	University Courses		
	(i). Universal Human Values	100%	---
	(ii). Standards Course	100%	---
	(iii). Sustainability Course	50%	50%
	(iv). Engineering Entrepreneurship Development	50%	50%
	(v). Heritage Course	40%	60%

S. No.	Type / Category	Continuous Assessments	End-Semester Examinations
	(vi). Audit Course	100%	---
	(vii). NCC / NSS / NSO / YRC	100%	---

### 17.23. Passing Criteria in a Course

Student is declared 'PASS' in a course upon satisfying the following conditions.

- (i). **For Theory, Laboratory Integrated Theory & Laboratory courses**, the student must secure a minimum of 45% of total marks in the end semester examination and also obtain a 50% of total marks (Continuous assessments + End semester examination), in a particular course.
- (ii). **For Project Work / Internship cum Project Work**, the student must secure a minimum of 45% of total marks (Project report evaluation & viva-voce examination) and also obtain a 50% of total marks [Continuous assessments + (Project report evaluation & viva-voce examination)].
- (iii). **For Internship / Industrial Training**, the student has to secure a minimum of 50% of total marks.
- (iv). **For Mini Project**, the student has to secure a minimum of 50% of total marks. Total marks obtained by the student is the weighted average of marks obtained in the continuous assessments through Three reviews, as given in Clause 17.10.
- (v). **For Seminar**, the student must secure a minimum of 50% of total marks. Total marks obtained by the student is the average of marks obtained in three presentations.
- (vi). **For 'Industry Oriented Courses'**, the student shall secure an average of 50 marks, in two assessment tests for the successful completion of this course.

- (vii). **For ‘Skill Development Course’ – LIT type (other than Capstone Design Project & IOC)**, the student must secure a minimum of 45% of total marks in the end semester examination and also obtain a 50% of total marks (Continuous assessments + End semester examination).
- (viii). **For course on ‘Universal Human Values’**, students shall secure a minimum of 50 marks, for the successful completion of the course and credits earned shall not be considered for computation of CGPA.
- (ix). **For course on ‘Standards’**, students shall secure an average of 50 marks, in two assessment tests for the successful completion.
- (x). **For the courses on ‘Sustainability’ and ‘Engineering Entrepreneurship Development’**, the student has to secure a minimum of 45% of total marks in the end semester examination and also obtain a 50% of total marks (Continuous assessments + End semester examination).
- (xi). **For Courses on ‘Heritage’**, students shall secure a minimum of 45% of total marks in the end semester examination and also obtain a 50% of total marks (Continuous assessments + End semester examination).
- (xii). **For ‘Audit Courses’**, students shall secure an average of 50 marks, in two assessment tests for the successful completion of this course.
- (xiii). **For ‘Self-Learning Course’**, the student shall submit the published result of the SLC to the Head of the Department after successful completion of the course. Marks obtained by the student in the SLC shall be converted to equivalent Grade, adapting the procedure as prescribed in Clause 20.2 (Absolute Grading) of this regulation. In the case where grade is awarded to SLC, the equivalent mark for that grade shall be provided by the Institute / Firm / Company offering this SLC. This

equivalent mark shall be converted to equivalent Grade, as per the Clause 20.2.

- (xiv). **For ‘Off Campus Courses’**, the student shall submit the result of these courses to the Head of the Department, after successful completion of the course(s), within a week’s time from the date of publication of the results. Marks obtained by the student in the course(s) shall be converted to equivalent Grade, adapting the procedure as prescribed in Clause 20.2 (Absolute Grading) of this regulation. In the case where grade is awarded, the equivalent mark for that grade shall be provided by the Institute / Firm / Company offering the courses. This equivalent mark shall be converted to equivalent Grade, as per the Clause 20.2.
- (xv). **For ‘Value Added Courses’**, the student shall submit the result of these courses to the Head of the Department after successful completion of the course(s), within a week’s time from the date of publication of the results. Marks obtained by the student in the course(s) shall be converted to equivalent Grade, adapting the procedure as prescribed in Clause 20.2 (Absolute Grading) of this regulation. In the case where grade is awarded, the equivalent mark for that grade shall be provided by the Institute / Firm / Company offering the courses. This equivalent mark shall be converted to equivalent Grade, as per the Clause 20.2.

#### **17.24. Publication of Results and Open Day**

- (i). Publication of examination results shall be within 15 days from the date of completion of regular end semester examinations of a particular programme.
- (ii). Students shall be permitted to go through the end semester examination answer scripts of the courses under category of Theory & Laboratory Integrated Theory, on ‘OPEN DAY’.

- (iii). This OPEN DAY shall be conducted within FIVE working days after the publication of results, adhering to the guidelines in force, as prescribed by the office of the Additional Controller of Examinations, from time to time, to address the doubts raised by the students, if any.

**17.25. For the student who is unsuccessful in getting 'PASS'**

- (i). ***In the Theory & Laboratory Integrated Theory courses***, after the conduct of 'OPEN DAY', the student has to reappear in the 'End Semester Examination' in the subsequent semester(s). Validity of internal assessment marks including laboratory components is only for two appearance (including first appearance) for a particular course in the end semester examination. After two appearances in the end semester examination for a particular course, the student has to secure a minimum of 50 marks in the end semester examination for getting 'PASS' in the course.
- (ii). ***In the Laboratory Courses***, the student has to attend the end semester examination alone in the subsequent semester(s). Importantly, the validity of internal assessment marks obtained is only for two appearance (including first appearance). After two appearances, the student has to secure a minimum of 50 marks in the end semester laboratory examination for getting 'PASS' in the laboratory course.
- (iii). ***In the Project Work or Internship cum Project Work or Internship / Industrial Training or Mini Project***, a supplementary viva-voce examination shall be conducted within a minimum period of 45 days from the date of publication of results. If the student is not able to successfully complete the course in the supplementary examination, then the student has to repeat the course in the ensuing semester.
- (iv). ***In the Seminar***, special session shall be arranged to the students in the ensuing semester by the respective Head of the Department at his / her discretion, during



the free slots or before or after the working hours, in the working days. If the student is still not able to successfully complete the course, then the student has to repeat the course with other students, when offered in the subsequent semester(s).

- (v). ***In the Industry Oriented Courses***, a supplementary examination shall be conducted within a minimum period of 10 days from the date of publication of results. If the student does not successfully complete the IOC in the supplementary examination, registration of the particular IOC shall stand cancelled. Student shall register for the same IOC / any other IOC, in the ensuing semester, to earn the required number of credits as per the Curriculum.
- (vi). ***In the Self-Learning Course***, student shall opt for the same course or from other two courses in the same semester itself, with prior intimation to the respective Head of the Department, within one week from the date of declaration of result of the unsuccessful SLC. If the student is still unable to successfully complete any one of the SLC within the semester, the student shall opt for the same courses in the subsequent semester or submit a list of additional three SLCs again to the Head of the Department in the subsequent semester for getting prior approval from DCC & Director, Centre for Academic Courses.
- (vii). ***In the Human Values & Audit Courses***, the student has to repeat the course with other students, when offered in the subsequent semester(s).
- (viii). ***In the course on Standards***, special session shall be arranged to the students in the ensuing semester by the respective Head of the Department at his / her discretion, during the free slots or before or after the working hours, in the working days. If the student is still not able to successfully complete the course, then the student has to repeat the course with other students, when offered in the subsequent semester(s).

## 18. Honours Degree

**18.1** Students always have a passion or fascination for a particular field or a line of thinking or study. Honours Degree option enables the student to nurture this interest, which comes into force from fifth semester onwards. Students shall obtain Honours degree by undergoing additional courses over and above the courses prescribed in the respective curriculum. Additional courses shall be either a 'CAPSTONE DESIGN PROJECT' or 'SIX COURSE WORKS'.

- (i). Students shall earn 18 credits and split up of credits shall be given in the respective curriculum.
- (ii). Eligibility for any student to opt for the Honours degree is that, the student should earn a minimum CGPA of 7.5 in third and fourth semesters and also students should not have any history of arrears from first semester.

### 18.2 Capstone Design Project for 'HONOURS' Degree

- (i). Capstone Design project provides an opportunity to work in a team to design & develop a product, focusing to evolve solutions for real-time problems, starting from Problem definition, Specification formulation within given constraints, Review of design process and design ideation, Human factors, Market research, Product and patent research, fabrication considerations, Safety and risk assessment, Liability and ethics, Environmental and sustainability considerations, Proof-of-concept methods, Codes and Standards, etc. and finally to test prototype(s).
- (ii). A group comprising of 4 to 6 students, spread over minimum of two departments and maximum of three departments, shall opt for Capstone Design Project from V to VII semester, in addition to the courses as prescribed in the curriculum. It is mandatory that students from at least TWO departments shall be a part of the project group and the number of students from each department shall be TWO.

- (iii). A Mentor shall be identified by the students from any one of the participating Department and Head of the Department of the Mentor's Department shall constitute a Project Review Committee (PRC) consisting of Mentor, one faculty – from the department of the students (other than the Mentor's Department) in the group and one expert from industry in the relevant field. Student shall also identify Co-Mentor(s) from the participating department(s).
- (iv). During the Capstone Design Project, the student groups are encouraged to participate in events such as Hackathon, Industrial Expo to showcase and pitch their inventions.
- (v). Evaluation of Capstone Design Project is by continuous assessment (Three periodical reviews) in each semester by the PRC and Viva-voce examination at the end of each semester. Viva-Voce examination shall be conducted with panel of Internal examiners (PRC) and ONE external examiner. Weightage for Continuous assessment is 60% and for project report evaluation along with Viva-voce examination is 40%.
- (vi). Every student in the group shall secure a minimum of 45% of total marks in Project report evaluation & viva-voce examination and also obtain a 50% of total marks in the Continuous assessments + (Project report evaluation & viva-voce examination) for getting 'PASS' in the particular phase of Capstone Design Project. Upon successful completion of the particular phase, the students shall be allowed to proceed to the next phase. In case, if any student in the group is not able to secure 'PASS' as prescribed above, the student shall discontinue from the Capstone Design Project and shall not associate with the Capstone Design Project furthermore.
- (vii). After earning 18 credits through the successful completion of the Capstone Design Project (CDP), 'HONOURS' will be conferred along with 'Certificate of Appreciation' to the students in this group, who secure 8.5 or higher

CGPA, without any history of arrears. If the student in the group, after successful completion of Capstone Design Project secures less than 8.5 CGPA, 'HONOURS' shall not be conferred. However, the result of Capstone Design Project shall be featured in the Grade sheet and a 'Certificate of Appreciation' shall be issued to those students.

### **18.3 Course Work for 'HONOURS' Degree**

- (i). Students shall opt for 'Honours' Degree by undergoing 'SIX' additional course works from the Honours vertical or courses from existing verticals as listed in the respective curriculum. The student has to earn 18 additional credits through the course works, which are related to the major discipline of study. Evaluation and 'PASS' requirement of these courses is as per Clause 17.4 & 17.5 for Theory & Laboratory Integrated Theory courses respectively.
- (ii). On successful completion of six course works, 'HONOURS' will be conferred to the students, who secure a CGPA of 8.5 or higher, without any history of arrears.
- (iii). If the student decides to opt out of Honours Degree, after successful completion of certain number of course work(s), these course(s) shall be treated as equivalent to PEC(s). In such case, the student shall be permitted to drop the equal number of PEC(s).
- (iv). If the student successfully completes more number of PEC over and above the SIX mandatory courses, the courses with higher grades shall be considered for the calculation of CGPA. Remaining courses shall be only printed in the grade sheet and grade obtained in these courses shall not be considered for computation of CGPA.

## 19. Minor Degree

- 19.1** A student can enroll for 'Minor' from the fifth semester by registering course works as prescribed in the curriculum of the UG Programme offered by the department other than the parent department of the student. Evaluation and 'PASS' requirement of these courses is as per Clause 17.4 & 17.5 for Theory & Laboratory Integrated Theory courses respectively.
- 19.2** Eligibility for any student to opt for the Minor degree is that the student should earn a minimum CGPA of 7.5 in third and fourth semesters.
- 19.3** In order to get Minor Degree, a student has to successfully complete the basket of courses as prescribed in the curriculum of the Department offering the Minor Degree and earn 18 extra credits.
- 19.4** If the student decides to opt out of Minor Degree, after successful completion of certain number of course(s), these course(s) can be treated as equivalent to OEC(s). In such case, the student shall be permitted to drop the equal number of OEC(s).
- 19.5** If the student successfully completes more number of OECs over and above the courses prescribed in the curriculum, the courses with higher grades shall be considered for the computation of CGPA. Remaining courses shall be only printed in the grade sheet and grade obtained in these courses shall not be considered for computation of CGPA.
- 19.6** Minor Degree shall be reflected in the degree certificate as "B. E., / B. Tech., in XYZ Engineering with Minor in ABC", where 'XYZ' is the Major Discipline of study and 'ABC' is the Discipline in which Minor Degree is offered.

## 20. Grading of Courses

- 20.1** Grades are assigned to respective course based on the range of total marks scored by the students as given in the Table 11 as follows.

**Table 11 – Grading of Courses**

Grade	Description	Grade Points
S	Outstanding	10
A+	Excellent	9
A	Very Good	8
B+	Good	7
B	Average	6
C	Satisfactory	5
U	Re-appearance	0
SA	Shortage of Attendance	0
WC	Withdrawal of Course	0

**20.2** Absolute grading system shall be followed for all category of courses. The corresponding range of marks for each grade is tabulated as follows (Table 12).

**Table 12 – Range of Marks for Absolute grading system**

S	A+	A	B+	B	C	U
91 – 100	81 – 90	71 – 80	61 – 70	56 – 60	50 – 55	< 50

## 21. Calculation of Grade Point Average (GPA) / Cumulative Grade Point Average (CGPA)

**21.1** Two parameters, Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA) are used to evaluate the academic performance of the student.

**21.2** The GPA is the weighted average of the grade points obtained in all the courses registered by the student during the semester. For example, if a student passes five courses (Theory / Laboratory / Project / Seminar etc.) in a semester with credits C1, C2, C3, C4 and C5 and the students' grade points in these courses are g1, g2, g3, g4 and g5 respectively, then GPA of the student is calculated as:

$$\text{GPA} = \frac{(C1 \times g1) + (C2 \times g2) + (C3 \times g3) + (C4 \times g4) + (C5 \times g5)}{(C1 + C2 + C3 + C4 + C5)}$$

- 21.3** At the end of each semester, the student is given with a semester wise grade sheet. This is a consolidated list of courses registered and grades obtained in that particular semester along with the appropriate GPA calculation.
- 21.4** The CGPA indicates the overall academic performance of a student and is computed to two decimal places in the same manner as the GPA, except that all the courses registered up to and including the latest completed semester. Grades obtained after successful completion of additional courses, that are not mandatory for minimum requirement for award of degree, shall not be considered for computation of CGPA. However, results of these courses will be printed only in the grade sheet.
- 21.5** For the students who have successfully completed the requirements of Honours Degree, grades obtained in the additional courses / Capstone Design Project shall be taken into account for the computation of CGPA.
- 21.6** For the students who have successfully completed the requirements of Minor Degree, grades obtained in these additional courses shall be taken into account for the computation of CGPA.
- 21.7** If the student is absent for the enrolled course in the End Semester Examination(s) or Viva-Voce Examinations or enrolled courses evaluated only through continuous assessments, this absence shall be considered as an appearance for the purpose of classification of degree.
- 21.8** If a student opts to drop PEC(s) as per the Clause 10.6, this appearance in the particular PEC shall be considered as an appearance for the purpose of classification of degree.
- 21.9** After successful completion of the courses as required for the award of degree, as per the curriculum, a consolidated grade sheet shall be printed and issued to all the students through respective Head of the Department.

**21.10** The percentage of marks shall be printed in the consolidated grade sheet from the CGPA earned using,

$$\% \text{ of Marks} = \text{CGPA} \times 10$$

## **22. Award of Degree**

**22.1** A student is deemed to have completed the requirements for graduation, if the student has:

- ❖ Successfully completed all courses as per the respective curriculum of the discipline, satisfying the minimum credit requirement in each course category.
- ❖ Completed all the course within the minimum / maximum duration and other academic requirements.
- ❖ No disciplinary action is pending against the student.

**22.2** The award of Degree must be approved by the Syndicate of the University.

**22.3** A student who fulfils the criteria as prescribed in Honours Degree as per Clause 18, shall be declared to have passed the examination with '**Honours**' with classification as '**First Class with Distinction**'.

**22.4** A student who fulfils the following criteria shall be declared to have passed the examination as '**First class with Distinction**'

- (i). Should have passed the examination of all the courses in the first appearance itself, within the minimum prescribed duration of FOUR years (admitted through HSC stream) and THREE years (admitted through lateral entry stream).

(Or)

Should have passed the examination of all the courses in the first appearance itself, within the minimum prescribed duration of FIVE years (admitted



through HSC stream) and FOUR years (admitted through lateral entry stream), if the student has been granted with authorised 'Break of Study'.

- (ii). Should have secured a CGPA equal to higher than 8.50.
- (iii). Should not have been prevented from writing any courses in the end semester examination(s) or viva-voce examination(s).

**22.5** A student who fulfils the following criteria shall be declared to have passed the examination as '**First Class**'

- (i). Should have passed the examination of all the courses in the first appearance itself, within the minimum prescribed duration of FOUR years (admitted through HSC stream) and THREE years (admitted through lateral entry stream).

(Or)

Should have passed the examination of all the courses in the first appearance itself, within the minimum prescribed duration of FIVE years (admitted through HSC stream) and FOUR years (admitted through lateral entry stream), if the student has been granted with authorised 'Break of Study'.

- (ii). Should have secured a CGPA equal to higher than 6.50.

**22.6** A student who fulfils the following criteria shall be declared to have passed the examination as '**Second Class**'

- (i). Should have passed the examination of all the courses in the first appearance itself, within the minimum prescribed duration of FOUR years (admitted through HSC stream) and THREE years (admitted through lateral entry stream).

(Or)

Should have passed the examination of all the courses in the first appearance itself, within the minimum prescribed duration of FIVE years (admitted through

HSC stream) and FOUR years (admitted through lateral entry stream), if the student has been granted with authorised 'Break of Study'.

(ii). Should have secured a CGPA lower than 6.50.

**(OR)**

(iii). Should have passed the examination of all the courses, within the maximum duration of the programme. (7 years for regular entry students & 6 years for lateral entry students). For the students who availed the authorised Break of Study, the duration of Break of Study shall be included in the above-said duration of the programme.

(iv). Should have secured a CGPA, either higher or lower than 6.50.

### **23. Academic Audit**

Head of the Department shall make the arrangements for the conduct of Academic Audit once in every year for all the courses conducted in the respective semesters through external expert(s) approved by the respective Faculty Chairperson.

Academic audit shall cover (not limited to),

**23.1** Course delivery and adherence to the course plan, syllabus coverage, quality of question papers used for internal assessments, end semester examinations, maintenance of laboratory experimental set ups and equipment, practical assignments, mini projects and conduct of practical classes and their evaluation.

**23.2** Co-curricular and Extra-curricular activities available for students, the monitoring mechanism of activity points to be earned by the students.

**23.3** Academic functioning of the Department encompassing students, faculty and administration covering punctuality, attendance, discipline, academic environment, learning ecosystem, academic achievements and benchmarking.

**23.4** The quality criteria prescribed by statutory bodies.



**23.5** Action taken report shall be presented to the Internal Quality Assurance Cell of the University by the Head of the Department, based on audit report for continuous improvement.

**23.6** Academic documents of UG programmes for a particular batch of students shall be kept in the respective department for a period of TWO years after the end of programme duration.

## **24. Revision**

Notwithstanding all that has been stated above, the Syndicate has the right to modify any of the above regulations, based on the recommendations of the Academic Council, from time to time.

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