



ANNA UNIVERSITY

University Departments (CEG, ACT & MIT campuses)

ACADEMIC REGULATIONS – 2023

(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 the 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), generally 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 hours to teach the prescribed syllabus. One credit is allocated to 15 contact hours for theory and 30 contact hours for practical.
- 3.9. Continuous Assessment** means evaluation of the students' progress and performance in a course during a semester through various activities such as tests, assignments, quizzes, presentations, practical works, case studies, technology enabled services to community, etc.,
- 3.10. End Semester Examination** means an examination conducted for a course at the end of the semester to evaluate the student's overall learning achievements.
- 3.11. 'Faculty'** means a group of allied Programmes.
- 3.12. "Bona fide Student"** means the student who is admitted, joined and on-roll in an Undergraduate Programme.
- 3.13. 'Head of the Department'** means Head of the University Department concerned.
- 3.14. 'Department Consultative Committee'** means the committee constituted by the University to look after academic and development activities of the Department.
- 3.15. 'Chairperson'** means Head of the Faculty.
- 3.16. 'Head of the Institution'** means the Dean of the respective campus.
- 3.17. 'Additional Controller of Examinations (University Departments)'** means the Officer of the University responsible for all the activities related to examinations in the University Departments.
- 3.18. 'Director, Centre for Academic Courses'** means the Officer of the University who is responsible for all the activities in connection with academic regulations, curricula, syllabi & academic schedule for all the academic programmes and other academic activities, from time-to-time.

3.19. 'Academic Council' means the principal academic body of the University and have control and general regulation of teaching and examination in the University and be responsible for the maintenance of the academic standards thereon.

3.20. '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 norms prescribed 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 norms prescribed 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 a 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 Photo ID proof issued by State / Central Govt., Original Transfer Certificate from the institution last studied, copies of grade / mark sheets of the qualifying examination and other relevant documents at the time of admission or by the last date prescribed by the University.
- 4.4.** The admission of a student, who fails to submit the prescribed documents by the above-said date in Clause 4.3, 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 the student is found ineligible / unfit at the time of admission or had furnished some false information / certificates or suppressed relevant information while seeking admission to the University.

5. Programme Structure

5.1. Curriculum

Every programme has a specific structure, known as the 'Curriculum', which prescribes all the details of courses for undergoing the programme and sets out the sequence semester wise.

5.2. Programme Duration

- (i). Duration of the programme is FOUR years (Eight Semesters) for a student admitted to a programme with qualifications as prescribed in Clause 4.1 of the regulations. The student shall successfully complete all the requirements as per the curriculum and regulations of the programme within the above-said duration of 'FOUR' years.
- (ii). Duration of the programme is THREE years (Six Semesters) for a student admitted directly to second year (Lateral entry) with qualifications as prescribed in Clause 4.2 of the regulations. The student shall successfully complete all the requirements as per the curriculum and regulations of the programme within the above-said duration of 'THREE' years.

- (iii). Above mentioned period in Clause 5.2 (i) & Clause 5.2 (ii) shall be extended for 'ONE' more year to a student, who is permitted to avail the authorised break of study or opt for dropping of courses, as per the regulations.
- (iv). 'Programme Completion' means that a student shall undergo all the courses as prescribed in the respective curriculum and become eligible for appearing in the end semester examination of all the courses within the period as given in Clauses 5.2 [(i), (ii) & (iii)]. Eligibility here refers to issuance of hall ticket to the student for appearing in the end semester examination.
- (v). After programme completion if there are any arrear course(s), a student shall be permitted to successfully complete the same, within 'SEVEN' years (students admitted under Clause 4.1) and 'SIX' years (students admitted under Clause 4.2). This maximum duration for successful completion shall be reckoned from the date of original admission to the programme.
- (vi). In case of a student prevented from appearing in the end semester examination in all the courses of a semester due to shortage of attendance, the period of prevention shall be treated as a break in the programme. In such a case, total duration for completing the programme including all such prevention periods shall not exceed the above-said 'SEVEN' years (students admitted under Clause 4.1) and 'SIX' years (students admitted under Clause 4.2).

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 Engineering Mathematics, Engineering Physics, Engineering Chemistry, Applied Biology, Engineering Thermodynamics, etc.
- II. **Humanities, Sciences & Management Courses (HSMC)** include English, Employability Skills, Engineering Ethics, Economics and Management courses.

- III. **Professional Core Courses (PCC)** are 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 expose the students to interdisciplinary / multidisciplinary / transdisciplinary fields.
- 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 niche areas and meet the ever-changing arising in the relevant industries, from time to time.
- 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 encompass 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, but are offered to the students to provide additional value to the programme, for enhancing the knowledge and

skills of the student. Completion of these course(s) is / are not mandatory for successful completion of the programme.

- 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 is '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 hours as given in Table 1.

Table 1 – Credits for Contact Hour(s)

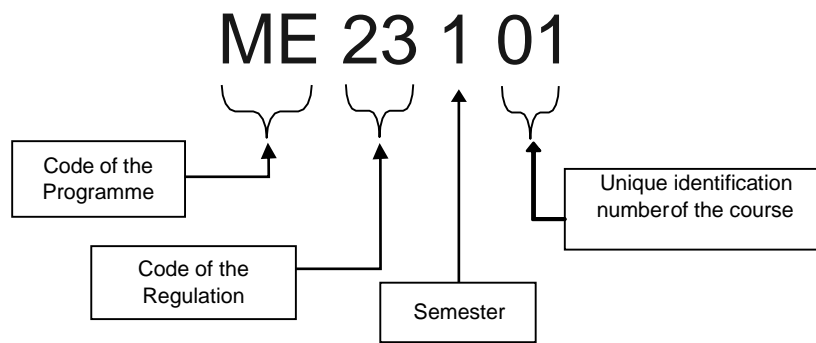
Contact Hour	Credits
1 Lecture Hour	1
1 Tutorial Hour	1
1 Laboratory Hour	0.5

- (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.

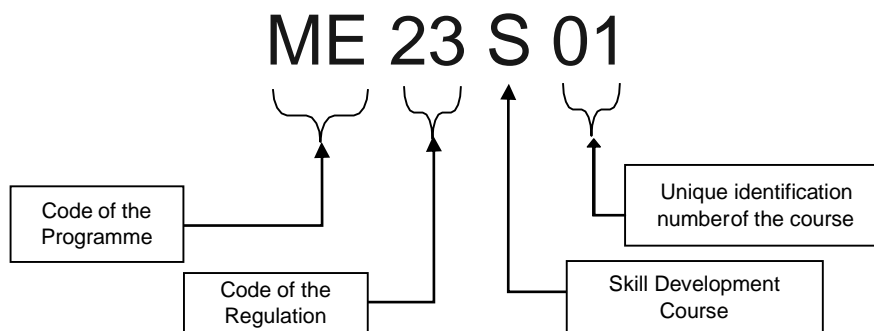
5.6. Course Code

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.

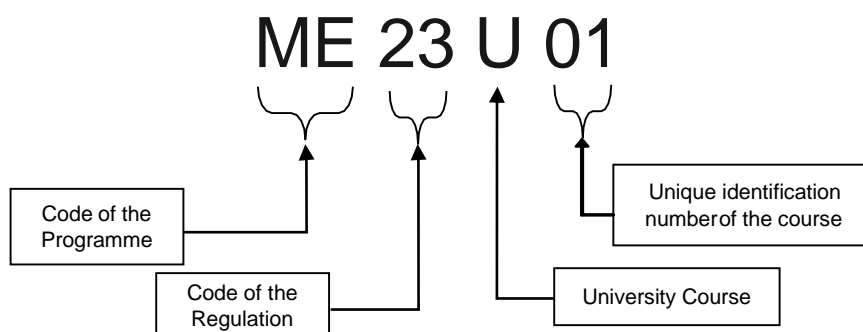
- For example, in B.E., Mechanical Engineering programme, a particular PCC offered in the first semester is denoted as



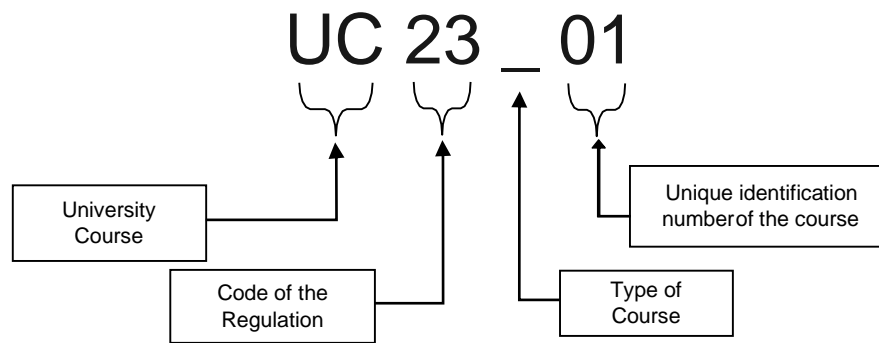
- For Professional Elective Courses offered by the Department, the third numeral denoting 'Semester' is designated as '0'.
- For Open Elective Courses offered by the Department, the third numeral denoting 'Semester' is designated as '9'.
- For common courses offered by the Department, the third numeral 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 operate in a system with faculty advisors, where a faculty member is assigned to look after the general welfare of a set of students, nominally 30 to 40 students. The faculty advisors offer all the necessary guidance and help in academic matters, and, if need be, in personal matters also. 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 above, 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. Guidance & Counselling Cell

- (i). University Departments shall have a dedicated 'Guidance and Counselling' unit. This cell comprises of psychological counsellors, faculty representatives including the faculty advisor 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 Programme shall be conducted by the respective Dean, 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 this induction programme 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 Programme aims to provide the incoming students with a cordial environment to make their transition to the University system as smooth 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 for relevant ones. More information about this cell can be accessed at the following link: <https://www.annauniv.edu/scstcell/>

8.6. Common Course Committee

For a course offered to more than one group of students, by more than one 'Course Instructor', a 'Common Course Committee' shall be constituted. This committee comprises of all the course instructors handling that particular course. Based on the recommendations of the respective Head of the

Department offering the course, one among the 'Course Instructors' shall be nominated as 'Common Course Coordinator', as per the course code, by the respective Head of the Department. The Head of the Department shall send the approved list of all such Common Course Coordinators to the Director, Centre for Academic Courses at the time of finalisation of timetable itself. Three meetings shall be conducted in an academic session. Uniform modalities for the conduct of continuous assessments and related activities shall be arrived in the first meeting which shall be convened within TEN working days from the commencement of the semester. Second and third meeting shall be convened after the first assessment and second assessment, respectively, at the discretion of the Common Course Coordinator, to discuss on the performance of the students, etc. 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. Chairperson of AMC shall be nominated by the respective Head of the Department.
- (ii). In an academic session, four separate AMC shall be constituted by the respective Head of the Department for first, second, third and final-year students, at the beginning of each semester.
- (iii). AMC shall consist of all course instructors and student representatives (minimum of 2 representatives per 60 students or less) and Faculty Advisor(s). One among the Course Instructor shall be nominated as Coordinator for the AMC, who shall assist the AMC Chairperson in all aspects towards the smooth conduct of meetings.

- (iv). The first and second meeting of AMC shall be held within SEVEN working days from the last date of first & second assessment tests respectively. Third meeting shall be conducted within FIFTEEN working days, from the last date of end semester examinations of the particular programme, in which the finalisation of end semester examination results shall be carried out. The student representatives shall not participate in the third meeting.
- (v). Head of the Department may attend the AMC meeting, at his / her discretion.
- (vi). Major responsibilities of AMC 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) Communication of minutes of each meeting to the respective Head of the Department for approval and circulation to the stakeholders.
 - e) Any Points requiring action from the University shall be brought to the notice of the Director, Academic Courses, through the respective Head of the Department, for necessary action.
 - f) The AMC shall ensure the highest standards of academic integrity and adopt utmost transparency.
 - g) Communication of approved semester examination results to the Additional Controller of Examinations, through the respective Head of the Department, within FIVE working days, from the date of third AMC meeting.

9. Class Timings

The classes are usually scheduled between 08:30 AM to 04:45 PM with a recess from 10:15 AM to 10:30 AM and 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 contact hour. Regular classes are scheduled in a 5-day week, from Monday to Friday. The course instructors may also schedule some additional classes / exams / activities with prior approval of the respective Head of the Department. However, classes for Honours, Minor and IOC shall be scheduled, before or after working hours, at the convenience of the course instructor, as well as the students.

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 semester 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 during the semester.
- 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 approved by the Head of the Department concerned. The Head of the Department shall consider necessary pre-requisites, and other conditions (if any) for the same and issue the permission order, in advance. The following are some rules regarding add / drop of courses.
- (i). Advancement of courses with prior approval of the respective Head of the Department shall be completed by the student only before the start of every semester. These courses shall be registered by a particular student.
 - (ii). Dropping of a course can be done within two weeks from the start of Academic semester.
 - (iii). Dropping of a 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.
- 10.8.** A student can choose all the Professional Elective Courses either from one of the verticals or a combination of courses from more than one vertical in a semester. Minimum registration of 10 students is required to offer a professional elective course and open elective course. This minimum registration 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 per semester, that includes courses registered for Honours / Minor Degree programmes & Shortage of Attendance.
- 10.10.** A student shall not re-register for the courses which are successfully completed by the student, for any reason(s) whatsoever.
- 10.11.** Students shall be permitted to register additional courses over and above the courses prescribed in the respective curriculum, 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 that particular course. The credits earned shall be printed in the grade sheet and not 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) for approval. 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.
 - (iii). 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 shall have the option of registering courses in physical / online / hybrid mode with other institutes or online platforms in a semester (except VIII semester), with prior permission from the Director, Centre for Academic Courses. The department concerned shall notify and obtain such proposals from the interested students, within ONE month from the commencement of a semester, **for undergoing the OCCs in the subsequent semester**. Such proposals shall be processed through Departmental Consultative Committee (DCC) and recommendations of the DCC shall be submitted to the Director, Centre for Academic Courses, ONE month before the last working day of the semester. Repetition of courses already registered / completed shall not be permitted. Post-facto permissions shall not be entertained under any circumstances.
- (ii). Students shall opt 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 Rs. 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.

- (iii). Maximum number of courses that a student can undergo is 'THREE' for the above clause 10.13 (ii) a – d. Number of courses that can be registered shall not exceed 'TWO' per semester, subject to the maximum credit limit of 36, in a semester.
- (iv). Student shall also undergo OCC in the 'University abroad' under students' exchange programme through Centre for International Relations of Anna University (refer Student Exchange Guidelines). Number of courses to be undergone by a student in the 'University abroad' shall be as per the MoU & Learning agreement. Upon successful completion of the courses, the credits earned by the student shall be transferred as per the learning agreement.
- (v). 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.

(vi). PCC shall not be substituted by undergoing OCCs.

(vii). Advancement of courses, if any shall be permitted as per Clause 10.5.

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 attendance is 75% and above 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 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. For recognised sports activities, permission of the Chairman, Anna University Sports Board has to be obtained through the respective Head of the Department. 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 that such students shall attain the prescribed % of attendance to appear in the University End Semester Examinations.
- 11.7.** The list of students eligible for appearing in the end semester examination(s) and prevented from writing the end semester examination(s) shall be published and displayed in the Department notice board within TWO working days from the last day of the semester.
- 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 by 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 course 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' for a period of ONE year (Two consecutive semesters) in the entire four years of the programme for bona fide reasons (such as hospitalization / accident / specific illness) only. However, Break of Study shall also be granted for above-said bona fide reasons, for a period of SIX months (One semester) to the students who have already completed up to the VII semester of the programme. 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, is '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, during the period of Break of Study.

13. Unauthorised Absence

If a student has not reported officially to the Head of the Department for the entire duration of the semester, without any prior written request (hardcopy or email to official ID of the respective Head of the Department) for 'Break of Study', admission of the student stands cancelled automatically and name of the particular student shall be permanently removed from the roll list, following the University procedure. This University procedure includes prior intimation to the student & parent / guardian through email regarding unauthorised absence, before the end of the first assessment period in the particular semester.

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 for the specific semester, at the time of re-joining shall be applicable. 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 (as per guidelines prescribed by Centre for Academic Courses) by the committee, constituted by the Director, Centre for Academic Courses, for this purpose. Recommendations of this 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. A student who is not able to complete the requirements for the award of degree, within the maximum permissible duration prescribed, will deem to be automatically terminated from the programme and Transfer certificate shall be issued forthwith.

15.2. Students faced with disciplinary action for any serious offence (For example: ragging) may 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 an academic year. Period of both vacations shall be announced in 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.

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 & end semester examinations, and in some courses through continuous assessments only. 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 tutorials, 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 Continuous Assessment 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 for theory and one test for practical. For each theory test, there shall be a minimum of ONE

'activity' which include assignments, group assignments, quizzes, etc. The assessment of laboratory practical component will be based on turn-to-turn supervision of the student's work, performance in laboratory practical test (Mid-term). Rubrics for laboratory practical component shall be arrived in the common course committee at the beginning of the semester. Details of weightage for theory and practical component with respect to credits are presented in Table 3.

Table 3 – Weightage for Continuous Assessments in LIT Courses

S. No.	L-T-P	C	Continuous Assessments	
			Theory & Activities*	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%

* 5% shall be allotted to the activities.

- (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 test (Mid-term) 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

Evaluation of Student’s work, Observation, Record, etc.	Midterm Test
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 (not exceeding four), shall work in a topic of interest, under a faculty, who shall be the Guide and regularly interact (at least twice a week) with the student / group of students. Student(s) 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 respective department. Evaluation shall be through continuous assessments (Three reviews at regular intervals), evaluation of project report and the final viva-voce examination. Project reviews shall be conducted by a committee constituted by the respective Head of the Department, comprising the Guide(s), Project Coordinator and one internal subject expert. Continuous

assessment shall have a weightage of 60%. Evaluation of Project thesis report and the final viva-voce examination shall have the weightage of 20% each. Break-up of marks is presented in Table 6. For conduct of the viva-voce examination, one internal from the respective department and one external examiner have 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. The external examiner shall not be nominated from any University Departments or institutions affiliated to Anna University.

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	
			Guide	External Examiner	External Examiner	Internal Examiner
10%	20%	30%	10%	10%	10%	10%

17.8. For ‘Internship cum Project Work’, a student or a group of students (not exceeding four) who are selected for the internship, shall work in a project in the industry concerned that 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 a 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). Bona fide certificate for the completion of the 'Internship cum Project Work' shall be approved by both internal guide(s) and external guide.

- (iii). Any confidential / Intellectual Property Rights 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(s) of the Internship cum Project Work.
- (iv). For undergoing 'Internship cum Project Work' 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 / group of students and the same shall be ensured by the internal guide(s) at the beginning and at regular intervals, for successful 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 undergo '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', a student shall undergo 'Internship / Industrial Training' for a period as stipulated in the respective curriculum of the Programme. The 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. Evaluation shall be by the committee comprising of three faculty members, and a representative from the industry concerned (preferably Unit Head) constituted by the respective 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 (out of which 10% marks from the industry concerned), as presented in Table 7. In case of pre-occupation of the industry representative for the conduct of viva-voce examination, then the marks awarded by the representative shall be obtained through email.

Table 7 – Weightage for Continuous Assessment of Internship / Industrial Training

Report	Presentation	Viva-Voce
40%	30%	30%

17.10. For 'Mini-Project', an academic activity as part of the curriculum, a student or a group of students shall undergo the practice of doing theoretical or experimental works for understanding the concepts elaborately. A review committee shall be constituted by the respective Head of the Department, consisting of three faculty members viz. an internal 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 of Mini Project

Review I	Review II	Review III	
		Report	Viva-Voce Examination
25%	25%	30%	20%

- 17.11. For ‘Seminar Courses’**, students are encouraged to present a topic of their interest, related to the programme and approved by the Course Instructor, for better understanding of concepts, promote critical thinking and enhance the presentation as well as the communication skills of the students. Evaluation shall be only through continuous assessments by the Course Instructor, with equal weightage of the marks obtained in a minimum of three presentations by a student. End Semester Examinations shall not be conducted for this course.
- 17.12.** Students shall undergo a course on ‘**Universal Human Values**’ and this course shall be offered to all the students as per the curriculum of the respective UG Programme. Evaluation is only through continuous assessment with ‘ONE’ test and submission of minimum ‘TWO’ assignments. Weightage for test is 70% and for assignments, it is 30%. End Semester Examinations shall not be conducted for this course.
- 17.13.** A course on ‘**Standards**’ is discipline-specific, offered in order to equip the students with essential knowledge on standards with respect to their discipline of study. Performance of the students shall be evaluated only through continuous assessments with minimum of ‘TWO’ 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 weightages. End Semester Examinations shall not be conducted for this course.

- 17.14.** For the courses on '**Sustainability**' and '**Engineering Entrepreneurship Development**' offered under UC, the evaluation is as per Laboratory integrated theory courses (Clause 17.5).
- 17.15.** Two Courses on '**Heritage**' are offered for appreciation of cultural diversity, promoting inclusivity in the globalized world. Two assessment tests (40% weightage) and end semester examination (60% weightage) shall be conducted, similar to Theory courses as given in Clause 17.4.
- 17.16.** Student shall opt for TWO '**Audit Courses**' from the list of courses offered by the University under two verticals exclusively for Audit courses. 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. Performance of the students shall be evaluated only through continuous–assessment with minimum of 'TWO' tests. Out of two tests, one test shall be conducted as mid-term test and second test shall be conducted at the end of the semester. These two tests shall carry equal weightage. End Semester Examinations shall not be conducted for this course.
- 17.17.** 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 during the first year of the programme.
- (i). The choice of the activity shall be solely based on the decision of the student at the time of admission and no change shall be permitted at a later stage. 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. These activities shall not carry any credits.

- (ii). In addition to the above mandatory requirements, the students shall be permitted to participate in NSS / NSO / NCC / YRC in subsequent years too, if they have an interest to pursue further. Successful completion of such participation shall be awarded with credits and shall be featured in the grade sheet. However, the credits earned shall not be considered for computation of CGPA.

17.18. Industry Oriented Course (IOC)

- (i). There shall be 'THREE' Industry Oriented Course (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. Students are 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.
- (ii). Proposal for conduct of 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, title of the course, lesson plan for 15 hours, tentative schedule of the classes and pre-requisite(s), if any, for the students to attend.
- (v). The received proposals shall be placed before the Departmental Consultative Committee (DCC) by the Head of the Department and with recommendations of DCC, proposal(s) shall be forwarded, within 15 days before the last working day of the ongoing semester to the Director, Centre for Academic Courses for further action. List of approved IOCs shall be widely published among the students through

the website and other official media of the University, before the last examination date of the ongoing semester. Approved IOCs shall be offered in the subsequent semester.

- (vi). Classes shall be conducted by the industry 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). Classes for IOC shall be held in 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 only through continuous assessments, with 'TWO' 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. End Semester Examinations shall not be conducted for this course.
- (x). Students shall also be permitted to attend the IOCs as Value Added Courses over and above the three mandatory IOCs. The result(s) of such VACs 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.

17.19. 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, but should be relevant to engineering and technology.
- (ii). Students shall opt for the courses offered by SWAYAM / NPTEL as well as State / Central funded Institutions **OR** Research Laboratories, which are in the top 20 positions in the latest NIRF ranking **OR** Foreign Universities within QS 300 rankings **OR** list of EduTech firms approved by the University, from time to time. The learning platform should have a clear process of awarding grades / marks to the students.
- (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 'ONE MONTH' before the end of the ongoing semester, for undergoing SLC in the subsequent semester. List of proposed SLC shall be placed in the Department Consultative Committee (DCC) for consideration. The recommended proposals shall be forwarded to the Director, Centre for Academic Courses, for approval.
- (iv). In case the SLC undergone by the student fetches more than one credit, only one credit shall be taken for computation of CGPA, upon successful completion of the course.

17.20. 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 for theory shall be conducted for ONE AND HALF HOUR. End semester examination for practical shall be conducted separately. Continuous assessments have the weightage of 60% & End semester examination has weightage of 40% as 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%

17.21. In summary, the weightages for Continuous Assessments & End Semester Examination for various category of courses is given in Table 10 as follows.

Table 10 – Summary of Weightages for Continuous Assessments & End Semester Examination 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%	---

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

17.22. Passing Criteria in a Course

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

- (i). **For Theory, Laboratory Integrated Theory & Laboratory course**, a student shall secure a minimum 45% of marks in the end semester examination and also obtain a minimum 50% marks in total combining both Continuous assessments and End semester examination.
- (ii). **For Project Work / Internship cum Project Work**, a student shall secure a minimum 45% of marks in the end semester examination (Project report evaluation & Viva-Voce examination) and also obtain a minimum 50% marks in total combining both 'Continuous assessments and End semester examination (Project report evaluation & Viva-Voce examination)'.
- (iii). **For Internship / Industrial Training**, the student shall secure a minimum 50% of marks in the continuous assessments.
- (iv). **For Mini Project**, a student shall secure a minimum 50% of marks in the continuous assessments through three reviews, as given in Clause 17.10.

- (v). **For Seminar**, a student shall secure a minimum 50% of marks in continuous assessments.
- (vi). **For 'Industry Oriented Courses'**, a student shall secure a minimum 50% of marks in continuous assessments.
- (vii). **For 'Skill Development Course' – LIT type (other than Capstone Design Project & IOC)**, a student shall secure a minimum 45% of marks in the end semester examination and also obtain a minimum 50% marks in total combining both Continuous assessments and End semester examination.
- (viii). **For course on 'Universal Human Values'**, a student shall secure a minimum 50% of marks in the continuous assessments, and credits earned shall not be considered for computation of CGPA.
- (ix). **For course on 'Standards'**, a student shall secure a minimum 50% of marks in continuous assessments.
- (x). **For the courses on 'Sustainability' and 'Engineering Entrepreneurship Development'**, a student shall secure a minimum 45% of marks in the end semester examination and also obtain a minimum 50% marks in total combining both Continuous assessments and End semester examination.
- (xi). **For Courses on 'Heritage'**, a student shall secure a minimum 45% of marks in the end semester examination and also obtain a minimum 50% marks in total combining both Continuous assessments and End semester examination.
- (xii). **For 'Audit Courses'**, a student shall secure a minimum 50% of marks, in continuous assessments and credits earned shall not be considered for computation of CGPA.
- (xiii). **For 'Self-Learning Course'**, a student shall secure a minimum 50% of marks as per the evaluation processes, prescribed by Institute / Firm / Company offering this SLC. However, in the case of the courses

offered by NPTEL / SWAYAM, the student shall secure a minimum 40% of marks. Published result of the SLC obtained from the source of learning shall be submitted to the Head of the Department by the student concerned, after completion of the course. Marks obtained by a student in the SLC shall be converted to an equivalent grade, adopting the procedure as prescribed in Clause 20.2 of the regulation. In the case where grade is awarded to SLC, an equivalent new grade shall be arrived by the Head of the Department concerned, based on the grade point secured by a student.

Grade point obtained by a student shall be first converted into 10-point scale and a new equivalent grade shall be awarded as per Clause 20.1 of the regulations. If the decimal of grade point is equal to 0.50, then the grade point shall be rounded-off to next **higher** integer; otherwise, the grade point shall be rounded-off to next **nearest** integer. For example, 1, if a student secures a grade point of 3.4 on 4-point scale, then the grade point on 10-point scale shall be 8.50 and rounded-off to 9. Hence, the new equivalent grade for grade point '9' is 'A' as per Clause 20.1 of the regulations. For example 2, grade point secured by a student is 3.6 out of 7-point, then the grade point on 10-point scale shall be 5.14 and rounded-off to 5. Hence, the new equivalent grade is for grade point '5' is 'C'.

- (xiv). **For 'Off Campus Courses'**, a 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 a student in the course(s) shall be converted to equivalent Grade, adopting the procedure as prescribed in Clause 20.2 of this regulation. In the case where grade is awarded, a new equivalent grade shall be awarded as described in Clause 17.22 (xii).

- (xv). **For 'Value Added Courses'**, a student shall secure a minimum 50% marks, as per the evaluation processes, prescribed by the approved Firm / Company offering the VAC. Grade shall be awarded as prescribed in Clause 20.2 of the regulations. Credits earned shall not be considered for computation of CGPA.

17.23. Publication of Results and Open Day

- (i). Publication of examination results shall be within TWENTY working 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 type, Theory, Laboratory & 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. No claim shall be entertained under any circumstances later, if the student has not reported for the 'OPEN DAY'.

17.24. NOT SATISFYING 'PASSING' CRITERIA

A student who has not satisfied the passing conditions in,

- (i). **Theory, Laboratory Integrated Theory, & Laboratory courses**, after the conduct of 'OPEN DAY', a student has to reappear in the 'End Semester Examination' in the subsequent semester(s). In such case, the continuous assessment marks obtained in the first appearance shall be retained and considered valid for all subsequent attempts till the student secures a pass. However, from the third attempt onwards if a student fails to obtain pass marks (Continuous Assessments + End Semester Examination) as per clause 17.22 (i), then the student shall be declared to have passed the

examination if the student secures a minimum 50% marks in the end semester examinations alone.

- (ii). **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.
- (iii). **Seminar**, special session shall be arranged to the students in the ensuing semester by the respective Head of the Department, 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, when it is offered in the subsequent semester(s).
- (iv). **Industry Oriented Courses**, a re-examination shall be conducted within a minimum period of 10 days from the date of publication of results. If a student does not successfully complete the IOC in the re-examination, registration of the particular IOC shall stand cancelled. Student shall register for the same IOC / any other IOC, in the ensuing semester.
- (v). **Self-Learning Course**, a student shall register for the same course or one from other two courses opted by the student in the same semester itself within one week from the date of declaration of result, with prior intimation to the respective Head of the Department. If the student is still unable to successfully complete any one of the SLCs within the semester, the student shall opt for the same courses in the subsequent semester or submit a list of alternative three SLCs again to the Head of the Department for getting prior approval from DCC & Director, Centre for Academic Courses.
- (vi). **Human Values & Audit Courses**, the student has to repeat the course, when it is offered in the subsequent semester(s).

- (vii). **Course on Standards**, special session shall be arranged to the students in the ensuing semester by the respective Head of the Department, 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, when it is 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 and Honours Degree option enables the student to nurture this interest from. Students shall obtain Honours degree by successful completion of additional courses over and above the courses prescribed in the respective curriculum from 'FIFTH' semester onwards. Additional courses shall be either a 'CAPSTONE DESIGN PROJECT' or 'SIX ELECTIVE COURSES'.

- (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 GPA 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 and 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 in 'THREE PHASES' 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 at least 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 45% of 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' shall be conferred along with 'Certificate of Appreciation' to the students ~~in this group~~, who secure 8.50 or higher CGPA, without any history of arrears. If the student in the group, after successful completion of Capstone Design Project secures less than 8.50 CGPA, 'HONOURS' degree shall not be conferred. However, the result of Capstone Design Project shall feature in the Grade sheet and a 'Certificate of Appreciation' shall be issued to those students.

18.3 Six Elective Courses for 'HONOURS' Degree

- (i). Students shall opt for 'Honours' Degree by undergoing 'SIX' additional elective courses from the Honours vertical or courses from existing Professional Elective verticals from V to VII semester 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 Clauses 17.4, 17.5 and 17.22 for Theory & Laboratory Integrated Theory courses respectively.
- (ii). On successful completion of six elective courses, 'HONOURS' shall be conferred to the students, who secure a CGPA of 8.50 or higher, without any history of arrears. If the student after successful completion of 'SIX' courses secures less than 8.50 CGPA, 'HONOURS' degree shall not be conferred.
- (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 PECs 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 on the grade sheet and grade obtained in these courses shall not be considered for computation of CGPA.

19. Minor Degree

- 19.1** Eligibility for any student to opt for the Minor degree is that the student should earn a minimum GPA of 7.50 in III and IV semesters.
- 19.2** A student can register for a 'Minor' degree, from the V semester by registering basket of courses 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 Clauses 17.4, 17.5 and 17.22 for Theory & Laboratory Integrated Theory courses respectively.
- 19.3** In order to get a 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. Grades obtained in the basket of courses shall also be considered for computation of CGPA, along with the courses in the curriculum for the programme (mainstream).
- 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 on 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.

Note: The students shall be permitted to opt for either 'Honours' or 'Minor' Degree, during the programme.

20. Grading of Courses

20.1 The grades and corresponding grade points are given in Table 11.

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 (i) Customised grading system shall be followed for all category of courses, based on the average marks obtained and relative performance of the students in a particular course, taking into consideration of passing requirements as per Clause 17.22 of the regulations. Finalisation of the grade shall be decided in the Academic Monitoring Committee meeting.

(ii) Courses categorised under OCC, SLC & VAC, absolute grading system shall be followed as given in 'Table 12' and for NPTEL /SWAYAM courses alone, the corresponding range of marks for each grade is tabulated as follows (Table 13).

Table 13 – Range of Marks for Grades

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

Table 12 – Range of Marks for grading of NPTEL courses

S	A+	A	B+	B	C	U
90 – 100	80 – 89	70 – 79	60 – 69	50 – 59	40 – 49	< 40

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 registered course in the End Semester Examination(s) or Viva-Voce Examinations or absent for the assessments in case of 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 the award of degree, if the student has:
- ❖ Successfully completed all courses as per the respective curriculum of the discipline satisfying the minimum credit requirement and other academic requirements for the programme.
 - ❖ No pending disciplinary action against him / her.
- 22.2** The award of Degree shall be approved by the 'Syndicate'.
- 22.3** A student who fulfils the criteria as prescribed in Honours Degree as per Clause 18, shall be declared to have successfully completed the degree programme with '**Honours**' and classified under '**First Class with Distinction**'.

- 22.4** A student who fulfils the following criteria shall be declared to have successfully completed the degree programme as **'First class with Distinction'**
- (i). Should have passed the examination of all the courses in the 'FIRST APPEARANCE' itself, within the prescribed duration as per Clauses 5.2 (i), 5.2 (ii), and 5.2 (iii) of the regulations.
 - (ii). Should have secured a CGPA of at least 8.50.
 - (iii). Should not have been prevented from appearing for any end semester examination(s), for the courses prescribed in the curriculum.
- 22.5** A student who fulfils the following criteria shall be declared to have successfully completed the degree programme as **'First Class'**
- (i). Should have passed the examination of all the courses within the prescribed duration as per Clauses 5.2 (i), 5.2 (ii), and 5.2 (iii) of the regulations.
 - (ii). Should have secured a CGPA of at least 6.50.
- 22.6** A student who fulfils the following criteria shall be declared to have successfully completed the degree programme as **'Second Class'**.
- (A) Should have passed the examination of all the courses within the prescribed duration as per Clauses 5.2 (i), 5.2 (ii), and 5.2 (iii) of the regulations.
 - (ii) Has secured a CGPA below 6.50.
- (OR)**
- (B) Should have passed the examination of all the courses within the prescribed duration as per Clauses 5.2 (iv) and 5.2 (v) of the regulations.
- 22.7** A student who fulfils the criteria as prescribed in 'Minor Degree' as per Clause 19, shall be declared to have successfully completed the degree programme with **'Minor'** and shall be classified appropriately as per Clause 22.4 or Clause 22.5 or Clause 22.6.

23. Academic Audit

The Director, Centre for Academic Courses shall initiate the academic audit process once in every year, with the coordination and cooperation of the respective Head of the Department, by inviting external expert(s) approved by the respective Faculty Chairperson. The Additional Controller of Examinations (University Departments) shall make the arrangements for the conduct of Academic Audit.

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 continuous 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.
