

ANNA UNIVERSITY : : CHENNAI - 600 025

AFFILIATED INSTITUTIONS

REGULATIONS 2017

CHOICE BASED CREDIT SYSTEM

Common to all B.E. / B.Tech. Full-Time Programmes

(For the students admitted to B.E. / B.Tech. Programme at various Affiliated Institutions)

DEGREE OF BACHELOR OF ENGINEERING / BACHELOR OF TECHNOLOGY

This Regulations is applicable to the students admitted to B.E./B.Tech. Programmes at all Engineering Colleges affiliated to Anna University, Chennai (other than Autonomous Colleges) and to all the University Colleges of Engineering of Anna University, Chennai from the academic year 2017-2018 onwards.

1. PRELIMINARY DEFINITIONS AND NOMENCLATURE

In these Regulations, unless the context otherwise requires:

- I) "**Programme**" means Degree Programme, that is B.E./B.Tech. Degree Programme.
- II) "**Discipline**" means specialization or branch of B.E./B.Tech. Degree Programme, like Civil Engineering, Textile Technology, etc.
- III) "**Course**" means a theory or practical subject that is normally studied in a semester, like Mathematics, Physics, etc.
- IV) "**Director, Academic Courses**" means the authority of the University who is responsible for all academic activities of the Academic Programmes for implementation of relevant rules of this Regulations pertaining to the Academic Programmes.
- V) "**Chairman**" means the Head of the Faculty.
- VI) "**Head of the Institution**" means the Principal of the College.
- VII) "**Head of the Department**" means head of the Department concerned.
- VIII) "**Controller of Examinations**" means the authority of the University who is responsible for all activities of the University Examinations.
- IX) "**University**" means ANNA UNIVERSITY, CHENNAI.

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2. ADMISSION

- 2.1 Candidates seeking admission to the first semester of the eight semester B.E. / B.Tech. Degree Programme:

Should have passed the Higher Secondary Examinations of (10+2) Curriculum (Academic Stream) prescribed by the Government of Tamil Nadu with Mathematics, Physics and Chemistry as three of the four subjects of study under Part-III or any examination of any other University or authority accepted by the Syndicate of Anna University as equivalent thereto.

(OR)

Should have passed the Higher Secondary Examination of Vocational stream (Vocational groups in Engineering / Technology) as prescribed by the Government of Tamil Nadu.

2.2 Lateral entry admission

- (i) The candidates who possess the Diploma in Engineering / Technology awarded by the State Board of Technical Education, Tamilnadu or its equivalent are eligible to apply for Lateral entry admission to the third semester of B.E. / B.Tech. in the branch corresponding to the branch of study.

(OR)

- (ii) The candidates who possess the Degree in 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.

Such candidates shall undergo two additional Engineering subject(s) in the **third and fourth semesters** as prescribed by the University.

3. PROGRAMMES OFFERED

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

4. STRUCTURE OF PROGRAMMES

4.1 Categorization of Courses

Every B.E. / B. Tech. Programme will have a curriculum with syllabi consisting of theory and practical courses that shall be categorized as follows:

- i. **Humanities and Social Sciences (HS)** courses include Technical English, Engineering Ethics and Human Values, Communication skills, Environmental Science and Engineering.
- ii. **Basic Sciences (BS)** courses include Mathematics, Physics, Chemistry, Biology, etc.
- iii. **Engineering Sciences (ES)** courses include Engineering practices, Engineering Graphics, Basics of Electrical / Electronics / Mechanical / Computer Engineering, Instrumentation etc.
- iv. **Professional Core (PC)** courses include the core courses relevant to the chosen specialization/branch.
- v. **Professional Elective (PE)** courses include the elective courses relevant to the chosen specialization/ branch.



- vi. **Open Elective (OE)** courses include the courses from other branches which a student can choose from the list specified in the curriculum of the students B.E. / B. Tech. / B. Arch. Programmes.
- vii. **Employability Enhancement Courses (EEC)** include Project Work and/or Internship, Seminar, Professional Practices, Case Study and Industrial/Practical Training.

4.2 Personality and Character Development

All students shall enroll, on admission, in any one of the personality and character development programmes (NCC/NSS/NSO/YRC) and undergo training for about 80 hours and attend a camp of about seven days. The training shall include classes on hygiene and health awareness and also training in first-aid.

National Cadet Corps (NCC) will have about 20 parades.

National Service Scheme (NSS) will have social service activities in and around the College / Institution.

National Sports Organization (NSO) will have sports, Games, Drills and Physical exercises.

Youth Red Cross (YRC) will have activities related to social services in and around College/Institutions.

While the training activities will normally be during weekends, the camp will normally be during vacation period.

4.3 Number of courses per semester

Each semester curriculum shall normally have a blend of lecture courses not exceeding 7 and Laboratory courses and Employability Enhancement Course(s) not exceeding 4. Each Employability Enhancement Course may have credits assigned as per clause 4.4. However, the total number of courses per semester shall not exceed 10.

4.4 Credit Assignment

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

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

The Contact Periods per week for Tutorials and Practical can only be in multiples of 2.



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4.5. Industrial Training / Internship

The students may undergo Industrial training for a period as specified in the Curriculum during summer / winter vacation. In this case the training has to be undergone continuously for the entire period.

The students may undergo Internship at Research organization / University (after due approval from the Department Consultative Committee) for the period prescribed in the curriculum during summer / winter vacation, in lieu of Industrial training.

4.6 Industrial Visit

Every student is required to go for at least one Industrial Visit every year starting from the second year of the Programme. The Heads of Departments shall ensure that necessary arrangements are made in this regard.

4.7 Value Added Courses

The Students may optionally undergo Value Added Courses and the credits earned through the Value Added Courses shall be over and above the total credit requirement prescribed in the curriculum for the award of the degree. One / Two credit courses shall be offered by a Department of an institution with the prior approval from the Head of the Institution. The details of the syllabus, time table and faculty may be sent to the Centre for Academic Courses and the Controller of Examinations after approval from the Head of the Institution concerned atleast one month before the course is offered. **Students can take a maximum of two one credit courses / one two credit course** during the entire duration of the Programme.

4.8 Online Courses

4.8.1 Students may be permitted to credit only one online course of 3 credits with the approval of **Head of the Institution** and Centre for Academic Courses.

4.8.2 Students may be permitted to credit one online course (which are provided with certificate) subject to a maximum of three credits. The approved list of online courses will be provided by the Centre for Academic courses from time to time. The student needs to obtain certification or credit to become eligible for writing the End Semester Examination to be conducted by Controller of Examinations, Anna University. The details regarding online courses taken up by students should be sent to the Controller of Examinations, Anna University and Centre for Academic Courses one month before the commencement of End Semester Examination.

4.9 The students satisfying the following conditions shall be permitted to carry out their final semester Project work for six months in industry/research organizations.

The student should not have current arrears and shall have CGPA of 7.50 and above.

The student shall undergo the eighth semester courses in the sixth and seventh semesters. The Head of Department, in consultation with the faculty handling the said courses shall forward the proposal recommended by the Head of Institution to the Controller of Examinations through the Director, Centre for Academic courses for approval at least 4 weeks before the commencement of the sixth semester of the programme for approval.



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4.10 Medium of Instruction

The medium of instruction is English for all courses, examinations, seminar presentations and project / thesis / dissertation reports except for the programmes offered in Tamil Medium.

5. DURATION OF THE PROGRAMME

- 5.1 A student is ordinarily expected to complete the B.E. / B.Tech. Programme in 8 semesters (four academic years) but in any case not more than 14 Semesters for HSC (or equivalent) candidates and not more than 12 semesters for Lateral Entry Candidates.
- 5.1.1 A student is ordinarily expected to complete the B.E. Mechanical Engineering (Sandwich) Programme in 10 semesters (five academic years) but in any case not more than 18 Semesters for HSC (or equivalent) candidates.
- 5.2 Each semester shall normally consist of 75 working days or 540 periods of 50 minutes each. The Head of the Institution shall ensure that every teacher imparts instruction as per the number of periods specified in the syllabus and that the teacher teaches the full content of the specified syllabus for the course being taught.
- 5.3 The Head of the Institution may conduct additional classes for improvement, special coaching, conduct of model test etc., over and above the specified periods. But for the purpose of calculation of attendance requirement for writing the end semester examinations (as per clause 6) by the students, following method shall be used.

$$\text{Percentage of Attendance} = \frac{\text{Total no. of periods attended in all the courses per semester}}{(\text{No. of periods / week as prescribed in the curriculum}) \times 15} \times 100$$

taken together for all courses of the semester

The University Examination will ordinarily follow immediately after the last working day of the semester commencing from I semester as per the academic schedule prescribed from time to time.

- 5.4 The total period for completion of the programme reckoned from the commencement of the first semester to which the candidate was admitted shall not exceed the maximum period specified in clause 5.1 irrespective of the period of break of study (vide clause 18) in order that he/she may be eligible for the award of the degree (vide clause 16).

6. COURSE REGISTRATION

- 6.1 The Institution is responsible for registering the courses that each student is proposing to undergo in the ensuing semester. Each student has to register for all courses to be undergone in the curriculum of a particular semester (with the facility to drop courses to a maximum of 6 credits (vide clause 6.2)). The student can also register for courses for which the student has failed in the earlier semesters.

The registration details of the candidates may be approved by the Head of the Institution and forwarded to the Controller of Examinations. This registration is for undergoing the course as well as for writing the End Semester Examinations. No Elective course shall be offered by any department of any institution unless a minimum 10 students register for the course. However, if the students admitted in the associated Branch and Semester is less than 10, this minimum will not be applicable.

The courses that a student registers in a particular semester may include

- i. Courses of the current semester.
- ii. The core (Theory/Lab /EEC) courses that the student has not cleared in the previous semesters.
- iii. Elective courses which the student failed (either the same elective or a different elective instead).



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6.2 Flexibility to Drop courses

- 6.2.1 A student has to earn the total number of credits specified in the curriculum of the respective Programme of study in order to be eligible to obtain the degree.
- 6.2.2 From the III to final semesters, the student has the option of dropping existing courses in a semester during registration. Total number of credits of such courses cannot exceed 6.
- 6.2.3 The student shall register for the project work in the final semester only.

7. ATTENDANCE REQUIREMENTS FOR COMPLETION OF THE SEMESTER

- 7.1 A Candidate who has fulfilled the following conditions shall be deemed to have satisfied the requirements for completion of a semester.

Ideally every student is expected to attend all classes of all the courses and secure 100% attendance. However, in order to give provision for certain unavoidable reasons such as Medical / participation in sports, the student is expected to attend atleast 75% of the classes.

Therefore, he/she shall **secure not less than 75%** (after rounding off to the nearest integer) of overall attendance as calculated as per clause 5.3.

- 7.2 However, a candidate who secures overall attendance between 65% and 74% in the current semester due to medical reasons (prolonged hospitalization / accident / specific illness) / Participation in Sports events may be permitted to appear for the current semester examinations subject to the condition that the candidate shall submit the medical certificate / sports participation certificate attested by the Head of the Institution. The same shall be forwarded to the Controller of Examinations for record purposes.
- 7.3 Candidates who **secure less than 65% overall attendance and candidates who do not satisfy the clause 7.1 and 7.2** shall not be permitted to write the University examination at the end of the semester and not permitted to move to the next semester. They are required to repeat the incomplete semester in the next academic year, as per the norms prescribed.

8. CLASS ADVISOR

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

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

9. CLASS COMMITTEE

- 9.1. Every class shall have a class committee consisting of teachers of the class concerned, student representatives and a chairperson who is not teaching the class. It is like the 'Quality Circle' (more commonly used in industries) with the overall goal of improving the teaching-learning process. The functions of the class committee include

- Solving problems experienced by students in the class room and in the laboratories.



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- **Clarifying the regulations of the degree programme and the details of rules therein particularly (clause 5 and 7) which should be displayed on college Notice-Board.**
- Informing the student representatives, the academic schedule including the dates of assessments and the syllabus coverage for each assessment.
- Informing the student representatives the details of Regulations regarding weightage used for each assessment. In the case of practical courses (laboratory / drawing / project work / seminar etc.) the breakup of marks for each experiment / exercise / module of work, should be clearly discussed in the class committee meeting and informed to the students.
- Analyzing the performance of the students of the class after each test and finding the ways and means of solving problems, if any.
- Identifying the weak students, if any, and requesting the teachers concerned to provide some additional help or guidance or coaching to such weak students.

9.2 The class committee for a class under a particular branch is normally constituted by the Head of the Department. However, if the students of different branches are mixed in a class (like the first semester which is generally common to all branches), the class committee is to be constituted by the Head of the Institution.

9.3 The class committee shall be constituted within the first week of each semester.

9.4 At least 4 student representatives (usually 2 boys and 2 girls) shall be included in the class committee.

9.5 The Chairperson of the class committee may invite the Class adviser(s) and the Head of the Department to the class committee meeting.

9.6 The Head of the Institution may participate in any class committee of the institution.

9.7 The chairperson is required to prepare the minutes of every meeting, submit the same to Head of the Institution within two days of the meeting and arrange to circulate it among the students and teachers concerned. If there are some points in the minutes requiring action by the management, the same shall be brought to the notice of the Management by the Head of the Institution.

9.8 The first meeting of the class committee shall be held within one week from the date of commencement of the semester, in order to inform the students about the nature and weightage of assessments within the framework of the Regulations. Two or three subsequent meetings may be held in a semester at suitable intervals. **The Class Committee Chairman shall put on the Notice Board the cumulative attendance particulars of each student at the end of every such meeting to enable the students to know their attendance details to satisfy the clause 6 of this Regulation.** During these meetings the student members representing the entire class, shall meaningfully interact and express the opinions and suggestions of the other students of the class in order to improve the effectiveness of the teaching-learning process.

10. COURSE COMMITTEE FOR COMMON COURSES

Each common theory course offered to more than one discipline or group, shall have a "Course Committee" comprising all the teachers teaching the common course with one of them nominated as Course Coordinator. The nomination of the Course Coordinator shall be made by the Head of the Department / Head of the Institution depending upon whether all the teachers teaching the common course belong to a single department or to several departments. The 'Course committee' shall meet in order to arrive at a common scheme of evaluation for the test and shall ensure a uniform evaluation of the tests. Wherever feasible, the course committee may also prepare a common question paper for the internal assessment test(s).



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11. SYSTEM OF EXAMINATION

- 11.1 Performance in each course of study shall be evaluated based on (i) continuous internal assessment throughout the semester and (ii) University examination at the end of the semester.
- 11.2 Each course, both theory and practical (including project work & viva voce Examinations) shall be evaluated for a maximum of 100 marks.
For all theory and practical courses including project work, the continuous internal assessment will carry **20 marks** while the End - Semester University examination will carry **80 marks**.
- 11.3 Industrial training and seminar shall carry 100 marks and shall be evaluated through internal assessment only.
- 11.4 The University examination (theory and practical) of 3 hours duration shall ordinarily be conducted between October and December during the odd semesters and between April and June during the even semesters.
- 11.5 The University examination for project work shall consist of evaluation of the final report submitted by the student or students of the project group (of not exceeding 4 students) by an external examiner and an internal examiner, followed by a viva-voce examination conducted separately for each student by a committee consisting of the external examiner, the supervisor of the project group and an internal examiner.
- 11.6 For the University examination in both theory and practical courses including project work the internal and external examiners shall be appointed by the Controller of Examinations.

12. PROCEDURE FOR AWARDING MARKS FOR INTERNAL ASSESSMENT

For all theory and practical courses (including project work) the continuous assessment shall be for a maximum of 20 marks. The above continuous assessment shall be awarded as per the procedure given below:

12.1 THEORY COURSES

Three tests each carrying 100 marks shall be conducted during the semester by the Department / College concerned. The total marks obtained in all tests put together out of 300, shall be proportionately reduced for 20 marks and rounded to the nearest integer (This also implies equal weightage to all the three tests).

12.2 LABORATORY COURSES

The maximum marks for Internal Assessment shall be 20 in case of practical courses. Every practical exercise / experiment shall be evaluated based on conduct of experiment / exercise and records maintained. There shall be at least one test. The criteria for arriving at the Internal Assessment marks of 20 is as follows: 75 marks shall be awarded for successful completion of all the prescribed experiments done in the Laboratory and 25 marks for the test. The total mark shall be reduced to 20 and rounded to the nearest integer.

12.3 THEORY COURSES WITH LABORATORY COMPONENT

If there is a theory course with Laboratory component, there shall be three tests: the first two tests (each 100 marks) will be from theory portions and the third test (maximum mark 100) will be for laboratory component. The sum of marks of first two tests shall be reduced to 60 marks and the third test mark shall be reduced to 40 marks. The sum of these 100 marks may then be arrived at for 20 and rounded to the nearest integer.



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12.4 PROJECT WORK

Project work may be allotted to a single student or to a group of students not exceeding 4 per group.

The Head of the Institutions shall constitute a review committee for project work for each branch of study. There shall be three reviews during the semester by the review committee. The student shall make presentation on the progress made by him / her before the committee. The total marks obtained in the three reviews shall be **reduced for 20 marks** and rounded to the nearest integer (as per the scheme given in 12.4.1).

- 12.4.1 The project report shall carry a maximum 30 marks. The project report shall be submitted as per the approved guidelines as given by Director, Academic Courses. Same mark shall be awarded to every student within the project group for the project report. The viva-voce examination shall carry 50 marks. Marks are awarded to each student of the project group based on the individual performance in the viva-voce examination.

Review I	Review II	Review III	End semester Examinations				
			Thesis Submission (30)		Viva-Voce (50)		
5	7.5	7.5	Internal	External	Internal	External	Supervisor
			15	15	15	20	15

- 12.4.2 If a candidate fails to submit the project report on or before the specified deadline, he/she is deemed to have failed in the Project Work and shall re-register for the same in a subsequent semester.

12.5 OTHER EMPLOYABILITY ENHANCEMENT COURSES

- (a) The seminar / Case study is to be considered as purely INTERNAL (with 100% internal marks only). Every student is expected to present a minimum of 2 seminars per semester before the evaluation committee and for each seminar, marks can be equally apportioned. The three member committee appointed by Head of the Institution will evaluate the seminar and at the end of the semester the marks can be consolidated and taken as the final mark. The evaluation shall be based on the seminar paper (40%), presentation (40%) and response to the questions asked during presentation (20%).
- (b) The Industrial / Practical Training, Summer Project, Internship, shall carry 100 marks and shall be evaluated through internal assessment only. At the end of Industrial / Practical training / internship / Summer Project, the candidate shall submit a certificate from the organization where he / she has undergone training and a brief report. The evaluation will be made based on this report and a Viva-Voce Examination, conducted internally by a three member Departmental Committee constituted by the Head of the Institution. The certificates (issued by the organization) submitted by the students shall be attached to the mark list sent by the Head of the Institution to the Controller of Examinations.

12.6 ASSESSMENT FOR VALUE ADDED COURSE

The one / two credit course shall carry 100 marks and shall be evaluated through **continuous assessments only**. Two Assessments shall be conducted during the semester by the Department concerned. The total marks obtained in the tests shall be reduced to 100 marks and rounded to the nearest integer. A committee consisting of the Head of the Department, staff handling the course and a senior Faculty member nominated by the Head of the Institution shall monitor the evaluation process. The list of students along with the marks and the grades earned may be forwarded to the Controller of Examinations for appropriate action at least one month before the commencement of End Semester Examinations.



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12.7 ASSESSMENT FOR ONLINE COURSES

Students may be permitted to credit one online course (which are provided with certificate) subject to a maximum of three credits. The approved list of online courses will be provided by the Centre for Academic courses from time to time. **This online course of 3 credits can be considered instead of one elective course.** The student needs to obtain certification or credit to become eligible for writing the End Semester Examination to be conducted by Anna University. **The course shall be evaluated through the End Semester Examination only conducted by Controller of Examinations, Anna University.**

12.8. **Internal marks approved by the Head of the Institution shall be displayed by the respective HODs within 5 days from the last working day.**

12.9 Attendance Record

Every teacher is required to maintain an 'ATTENDANCE AND ASSESSMENT RECORD' which consists of attendance marked in each lecture or practical or project work class, the test marks and the record of class work (topic covered), separately for each course. This should be submitted to the Head of the department periodically (at least three times in a semester) for checking the syllabus coverage and the records of test marks and attendance. The Head of the department will put his signature and date after due verification. At the end of the semester, the record should be verified by the Head of the Institution who will keep this document in safe custody (for five years). The University or any inspection team appointed by the University may verify the records of attendance and assessment of both current and previous semesters.

13. REQUIREMENTS FOR APPEARING FOR UNIVERSITY EXAMINATIONS

A candidate shall normally be permitted to appear for the University Examinations for all the courses registered in the current semester (vide clause 6) if he/she has satisfied the semester completion requirements (subject to Clause 7).

A candidate who has already appeared for any subject in a semester and passed the examination is not entitled to reappear in the same subject for improvement of grades.

14. PASSING REQUIREMENTS

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

14.2 If a student fails to secure a pass in theory courses in the current semester examination, he/she is allowed to write arrear examinations for the next three consecutive semesters and their internal marks shall be carried over for the above mentioned period of three consecutive semesters. If a student fails to secure a pass in a course even after three consecutive arrear attempts, the student has to redo the course in the semester in which it is offered along with regular students.

That is, the students should have successfully completed the courses of (n minus 4)th semester to register for courses in nth semester.

Based on the above, the following prerequisites shall be followed for completing the degree programme:

- i. To enter into Semester V, the student should have no arrear in Semester I. Failing which the student shall redo the Semester I course/courses along with the regular students.



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- ii. To enter into Semester VI, the student should have no arrear in Semester II. Failing which the student shall redo the Semester II course/courses along with the regular students.
- iii. To enter into Semester VII, the student should have no arrear in Semester III. Failing which the student shall redo the Semester III course/courses along with the regular students.
- iv. To enter into Semester VIII, the student should have no arrear in Semester IV. Failing which the student shall redo the Semester IV course/courses along with the regular students.

In case, if he/she has not successfully completed all the courses of semester V at the end of semester VIII, he/she shall redo the Semester V courses along with regular students. For the subsequent semesters of VI, VII and VIII, the same procedure shall be followed, subject to the maximum permissible period for this programme.

Note:

- The students who are admitted in **2017-2018 and 2018 – 2019** are permitted to appear for arrears upto VI semesters and will be allowed to move to VII semester only on completion of all the courses in the I semester.

In addition the following prerequisites shall be followed for completing the degree programme.

- i. To enter into Semester VII, the student should have no arrear in Semester I. Failing which the student shall redo the Semester I course/courses along with the regular students.
- ii. To enter into Semester VIII, the student should have no arrear in Semester II. Failing which the student shall redo the Semester II course/courses along with the regular students.

In case, if he/she has not successfully completed all the courses of semester III at the end of semester VIII, he/she shall redo the Semester III courses along with regular students. For the subsequent semesters of IV, V, VI, VII and VIII, the same procedure shall be followed, subject to the maximum permissible period for this programme.

- 14.3 If a student fails to secure a pass in a laboratory course, **the student shall register** for the course again, when offered next.
- 14.4 If a student fails to secure a pass in project work, **the student shall register** for the course again, when offered next.
- 14.5 The passing requirement for the courses which are assessed only through purely internal assessments (EEC courses except project work), is 50% of the internal assessment (continuous assessment) marks only.
- 14.6 A student can apply for revaluation of the student's semester examination answer paper in a theory course, within 2 weeks from the declaration of results, on payment of a prescribed fee along with prescribed application to the COE through the Head of the Institution. The COE will arrange for the revaluation and the results will be intimated to the student concerned through the Head of the Institution. Revaluation is not permitted for laboratory course and project work.



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15. AWARD OF LETTER GRADES

- 15.1 All assessments of a course will be evaluated on absolute marks basis. However, for the purpose of reporting the performance of a candidate, letter grades, each carrying certain number of points, will be awarded as per the range of total marks (out of 100) obtained by the candidate in each subject as detailed below:

Letter Grade	Grade Points	Marks Range
O (Outstanding)	10	91 - 100
A + (Excellent)	9	81 - 90
A (Very Good)	8	71 - 80
B + (Good)	7	61 - 70
B (Average)	6	50 - 60
RA	0	<50
SA (Shortage of Attendance)	0	
W	0	

A student is deemed to have passed and acquired the corresponding credits in a particular course if he/she obtains any one of the following grades: "O", "A+", "A", "B+", "B".

'SA' denotes shortage of attendance (as per clause 7.3) and hence prevention from writing the end semester examinations. 'SA' will appear only in the result sheet.

"RA" denotes that the student has failed to pass in that course. "W" denotes **withdrawal** from the exam for the particular course. The grades RA and W will figure both in Marks Sheet as well as in Result Sheet). In both cases the student has to earn Continuous Assessment marks and appear for the End Semester Examinations.

If the grade W is given to course, the attendance requirement need not be satisfied.

If the grade RA is given to a core **theory course**, the attendance requirement need not be satisfied, but if the grade RA is given to a **Laboratory Course/ Project work / Seminar and any other EEC course**, the attendance requirements (vide clause 7) should be satisfied.

- 15.2 For the Co-curricular activities such as National Cadet Corps (NCC)/ National Service Scheme (NSS) / NSO / YRC, a satisfactory / not satisfactory grading will appear in the mark sheet. Every student shall put in a minimum of 75% attendance in the training and attend the camp compulsorily. The training and camp shall be completed during the first year of the programme. However, for valid reasons, the Head of the Institution may permit a student to complete this requirement in the second year. **A satisfactory grade in the above co-curricular activities is compulsory for the award of degree.**
- 15.3 The grades O, A+, A, B+, B obtained for the one credit course shall figure in the Mark sheet under the title '**Value Added Courses**'. The Courses for which the grades are RA, SA **will not figure in the mark sheet.**



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Grade sheet

After results are declared, Grade Sheets will be issued to each student which will contain the following details:

- The college in which the candidate has studied
- The list of courses enrolled during the semester and the grade scored.
- The Grade Point Average (GPA) for the semester and
- The Cumulative Grade Point Average (CGPA) of all courses enrolled from first semester onwards.

GPA for a semester is the ratio of the sum of the products of the number of credits for courses acquired and the corresponding points to the sum of the number of credits for the courses acquired in the semester.

CGPA will be calculated in a similar manner, considering all the courses registered from first semester. RA grades will be excluded for calculating GPA and CGPA.

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

where C_i is the number of Credits assigned to the course
 GP_i is the point corresponding to the grade obtained for each course
 n is number of all courses successfully cleared during the particular semester in the case of GPA and during all the semesters in the case of CGPA.

16 ELIGIBILITY FOR THE AWARD OF THE DEGREE

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

- Successfully gained the required number of total credits as specified in the curriculum corresponding to the student's programme within the stipulated time.
- Successfully completed the course requirements, appeared for the End-Semester examinations and passed all the subjects prescribed in all the 8 semesters / (10 Semesters for B.E. Mechanical Engineering (Sandwich)) within a maximum period of 7 years (9 years in case of B.E. Mechanical Engineering (Sandwich) and 6 years in the case of Lateral Entry) reckoned from the commencement of the first (third in the case of Lateral Entry) semester to which the candidate was admitted.
- Successfully passed any additional courses prescribed by the Director, Academic Courses whenever readmitted under regulations R-2017 (vide clause 18.3)
- Successfully completed the NCC / NSS / NSO / YRC requirements.
- No disciplinary action pending against the student.
- The award of Degree must have been approved by the Syndicate of the University.

16.2 CLASSIFICATION OF THE DEGREE AWARDED

16.2.1 FIRST CLASS WITH DISTINCTION

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



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- Should have passed the examination in all the courses of all the eight semesters (10 Semesters in case of Mechanical (Sandwich) and 6 semesters in the case of Lateral Entry) in the student's First Appearance within **five** years (Six years in the case of Mechanical (Sandwich) and Four years in the case of Lateral Entry). Withdrawal from examination (vide Clause 17) will not be considered as an appearance.
- Should have secured a CGPA of not less than **8.50**.
- One year authorized break of study (if availed of) is included in the five years (Six years in the case of Mechanical (Sandwich) and four years in the case of lateral entry) for award of First class with Distinction.
- Should NOT have been prevented from writing end semester examination due to lack of attendance in any semester.

16.2.2 **FIRST CLASS:**

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

- Should have passed the examination in all the courses of all eight semesters (10 Semesters in case of Mechanical (Sandwich) and 6 semesters in the case of Lateral Entry) **within Six years**. (Seven years in case of Mechanical (Sandwich) and Five years in the case of Lateral Entry)
- One year authorized break of study (if availed of) or prevention from writing the End Semester examination due to lack of attendance (if applicable) is included in the duration of six years (Seven years in case of Mechanical (Sandwich) and five years in the case of lateral entry) for award of First class
- Should have secured a CGPA of not less than **7.00**.

16.2.3 **SECOND CLASS:**

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

16.3 A candidate who is absent in end semester examination in a course / project work after having registered for the same shall be considered to have appeared in that examination for the purpose of classification. (subject to clause 17 and 18)

16.4 Photocopy / Revaluation

A candidate can apply for photocopy of his/her semester examination answer paper in a theory course, within 2 weeks from the declaration of results, on payment of a prescribed fee through proper application to the Controller of Examinations through the Head of Institutions. The answer script is to be valued and justified by a faculty member, who handled the subject and recommend for revaluation with breakup of marks for each question. Based on the recommendation, the candidate can register for the revaluation through proper application to the Controller of Examinations. The Controller of Examinations will arrange for the revaluation and the results will be intimated to the candidate concerned through the Head of the Institutions. Revaluation is not permitted for practical courses and for project work.

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

16.5 Review

Candidates not satisfied with Revaluation can apply for Review of his/ her examination answer paper in a theory course, within the prescribed date on payment of a prescribed fee through proper application to Controller of Examination through the Head of the Institution.

Candidates applying for Revaluation only are eligible to apply for Review.



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17. PROVISION FOR WITHDRAWAL FROM END-SEMESTER EXAMINATION

- 17.1 A student may, for valid reasons, (medically unfit / unexpected family situations / sports approved by Chairman, sports board and HOD) be granted permission to withdraw from appearing for the end semester examination in any course or courses in **ANY ONE** of the semester examinations during the entire duration of the degree programme. The application shall be sent to Director, Student Affairs through the Head of the Institutions with required documents.
- 17.2 Withdrawal application is valid if the student is otherwise eligible to write the examination (Clause 7) and if it is made within TEN days prior to the commencement of the examination in that course or courses and recommended by the Head of the Institution and approved by the Controller of Examinations.
- 17.2.1 Notwithstanding the requirement of mandatory 10 days notice, applications for withdrawal for special cases under extraordinary conditions will be considered on the merit of the case.
- 17.3 In case of withdrawal from a course / courses (Clause 13) the course will figure both in Marks Sheet as well as in Result Sheet. **Withdrawal essentially requires the student to register for the course/courses** The student has to register for the course, fulfill the attendance requirements (vide clause 7), earn continuous assessment marks and attend the end semester examination. However, withdrawal shall not be construed as an appearance for the eligibility of a candidate for First Class with Distinction.
- 17.4 Withdrawal is permitted for the end semester examinations in the final semester only if the period of study the student concerned does not exceed 5 years as per clause 16.2.1.

18. PROVISION FOR AUTHORISED BREAK OF STUDY

- 18.1 A student is permitted to go on break of study for a maximum period of one year as a single spell.
- 18.2 Break of Study shall be granted only once for valid reasons for a maximum of one year during the entire period of study of the degree programme. However, in extraordinary situation the candidate may apply for additional break of study not exceeding another one year by paying prescribed fee for break of study. If a candidate intends to temporarily discontinue the programme in the middle of the semester for valid reasons, and to rejoin the programme in a subsequent year, permission may be granted based on the merits of the case provided he / she applies to the Director, Student Affairs in advance, but not later than the last date for registering for the end semester examination of the semester in question, through the Head of the Institution stating the reasons therefore and the probable date of rejoining the programme.
- 18.3 The candidates permitted to rejoin the programme after break of study / prevention due to lack of attendance, shall be governed by the Curriculum and Regulations in force at the time of rejoining. The students rejoining in new Regulations shall apply to the Director, Academic Courses in the prescribed format through Head of the Institution at the beginning of the readmitted semester itself for prescribing additional courses, if any, from any semester of the regulations in-force, so as to bridge the curriculum in-force and the old curriculum.
- 18.4 The authorized break of study would not be counted towards the duration specified for passing all the courses for the purpose of classification (vide Clause 16.2).
- 18.5 The total period for completion of the Programme reckoned from, the commencement of the first semester to which the candidate was admitted shall not exceed the maximum period specified in clause 5.1 irrespective of the period of break of study in order that he/she may be eligible for the award of the degree.
- 18.6 If any student is prevented for want of required attendance, the period of prevention shall not be considered as authorized 'Break of Study' (Clause 18.1)



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19. DISCIPLINE

19.1 Every student is required to observe disciplined and decorous behavior both inside and outside the college and not to indulge in any activity which will tend to bring down the prestige of the University / College. The Head of Institution shall constitute a disciplinary committee consisting of Head of Institution, Two Heads of Department of which one should be from the faculty of the student, to enquire into acts of indiscipline and notify the University about the disciplinary action recommended for approval. In case of any serious disciplinary action which leads to suspension or dismissal, then a committee shall be constituted including one representative from Anna University, Chennai. In this regard, the member will be nominated by the University on getting information from the Head of the Institution.

19.2 If a student indulges in malpractice in any of the University / internal examination he / she shall be liable for punitive action as prescribed by the University from time to time.

20. REVISION OF REGULATIONS, CURRICULUM AND SYLLABI

The University may from time to time revise, amend or change the Regulations, Curriculum, Syllabus and scheme of examinations through the Academic Council with the approval of Syndicate.



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ANNA UNIVERSITY : : CHENNAI - 600 025

AFFILIATED INSTITUTIONS

REGULATIONS 2021

CHOICE BASED CREDIT SYSTEM

Common to all B. E. / B. Tech. Full-Time Programmes

**(For the students admitted to B. E./B. Tech. Programme
at various Non-Autonomous Affiliated Institutions)**

DEGREE OF BACHELOR OF ENGINEERING / BACHELOR OF TECHNOLOGY

This Regulation is applicable to the students admitted to B.E/B.Tech. Programmes at all Engineering Colleges affiliated to Anna University, Chennai (other than Autonomous Colleges) and to all the University Colleges of Engineering of Anna University, Chennai from the academic year 2021-2022 onwards.

1. PRELIMINARY DEFINITIONS AND NOMENCLATURE

In these Regulations, unless the context otherwise requires:

- I) "**Programme**" means Degree Programme, that is B.E./B.Tech. Degree Programme.
- II) "**Discipline**" means specialization or branch of B.E./B.Tech. Degree Programme, like Civil Engineering, Textile Technology, etc.
- III) "**Course**" means a theory or practical subject that is normally studied in a semester, like Mathematics, Physics, etc.
- IV) "**Director, Centre for Academic Courses**" means the authority of the University who is responsible for all academic activities of the Academic Programmes for implementation of relevant rules of this Regulations pertaining to the Academic Programmes.
- V) "**Chairperson**" means the Head of the Faculty.
- VI) "**Head of the Institution**" means the Principal of the College.
- VII) "**Head of the Department (HOD)**" means the Head of the Department concerned.
- VIII) "**Controller of Examinations (COE)**" means the authority of the University who is responsible for all activities of the University Examinations.
- IX) "**University**" means ANNA UNIVERSITY, CHENNAI.



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2. ADMISSION

2.1 Candidates seeking admission to the first semester of the eight semesters B.E./ B.Tech. Degree Programme:

Should have passed the Higher Secondary Examinations of (10+2) Curriculum (Academic Stream) prescribed by the Government of Tamil Nadu with Mathematics, Physics and Chemistry as three of the four subjects of study under Part-III or any examination of any other University or authority accepted by the Syndicate of Anna University as equivalent thereto.

(OR)

Should have passed the Higher Secondary Examination of Vocational stream (Vocational groups in Engineering / Technology) as prescribed by the Government of Tamil Nadu.

2.2 Lateral entry admission

(i) The candidates who possess the Diploma in Engineering / Technology awarded by the State Board 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., as per the rules fixed by Government of Tamil Nadu.

(OR)

(ii) The candidates who possess the Degree in 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.

Such candidates shall undergo two additional Engineering subject(s) in the **third and fourth semesters** as prescribed by the University.

3. PROGRAMMES OFFERED

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

4. STRUCTURE OF PROGRAMMES

4.1 Categorization of Courses

Every B.E. / B. Tech. Programme will have a curriculum with syllabi consisting of theory and practical courses that shall be categorized as follows:

- i. **Humanities, Social Sciences and Management Courses (HSMC)** include Professional English, Communication skills etc.
- ii. **Basic Sciences Courses (BSC)** include Mathematics, Physics, Chemistry, Biology, Environmental Science etc.
- iii. **Engineering Sciences Courses (ESC)** include Engineering Practices, Engineering Graphics, Basics of Civil / Mechanical / Electrical / Electronics / Instrumentation, Computer Engineering, etc.
- iv. **Professional Core Courses (PCC)** include the core courses relevant to the chosen specialization/branch.



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- v. **Professional Elective Courses (PEC)** include the elective courses relevant to the chosen specialization/ branch.
- vi. **Open Elective Courses (OEC)** include the courses offered by a branch to other branches, from the list specified in the respective curriculum of the B.E. / B. Tech. / B. Arch. Programmes.
- vii. **Employability Enhancement Courses (EEC)** include Project Work, Internship, Seminar, Professional Practices, Case Study and Industrial/Practical Training etc.
- viii. **Audit courses (AC)** include the courses such as Constitution of India, Sangam literature etc.

4.2 Personality and Character Development

All students shall enroll, on admission, in any one of the personality and character development programmes NCC/NSS/NSO/YRC and undergo training / conduct activities for about 80 hours and attend a camp of about seven days. The training shall include classes on hygiene and health awareness and also training in first-aid. Alternately, activities of science, literature and arts also help for personality and character development. So, students shall conduct and participate actively in Science club/Literary Forum/Fine Arts activities for 80 hours and participate in at least ONE event.

National Cadet Corps (NCC) will have about 20 parades.

National Service Scheme (NSS) will have social service activities in and around the College / Institution.

National Sports Organization (NSO) will have Sports, Games, Drills and Physical exercises.

Youth Red Cross (YRC) will have activities related to social services in and around College/Institution.

While the training activities will normally be during weekends, the camp will normally be during vacation period.

Science club shall organise activities of popularisation of science and scientific temper through activities related to astronomy, works of great scientists from India and abroad, observing National Science Day, etc.

Literary Club like 'Tamil Ilakkiya Mandram' shall be formed, which shall organise colourful literary events to propagate good humanist values, morals and ethics reflected in the literature.

Fine Arts Club like music, painting and documentary films with social themes shall be encouraged.

Students who enroll and take active participation in anyone of the above activities for 80 hours and participate at least one event/programme will be given a certificate by the Head of the Institution and the copy of the same shall be forwarded to the Controller of Examinations for the purpose of record and scrutiny.

No fee shall be charged for all these activities.



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4.3 Number of courses per semester

Each semester curriculum shall normally have a blend of lecture courses not exceeding 7 Theory courses and Laboratory integrated theory courses and 4 Employability Enhancement Course(s) and Laboratory Courses. However, the total number of courses per semester shall not exceed 10. Each Course shall have credits assigned as per clause 4.4.

4.4 Credit Assignment

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

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

4.5. Industrial Training/ Internship

4.5.1 The students may undergo Industrial training for a period as specified in the Curriculum during the summer / winter vacation. In this case, the training has to be undergone continuously for a period of at least two weeks in an organization.

The students may undergo Internship at a Research organization / University/ Industry (after due approval from the Head of the Institution) for the period prescribed in the curriculum during the summer / winter vacation, in lieu of Industrial training. Attendance Certificate mentioning the period of Industrial Training / Internship and signed by the competent authority of the industry, as per the format provided by the Centre for Academic Courses shall be submitted to the Head of the Institution. The attendance certificate shall be forwarded to the COE, Anna University by the Head of the Institution for processing results.

4.5.2 If Industrial Training/ Internship is not prescribed in the curriculum, the student may undergo Industrial Training/ Internship optionally and the credits earned will be indicated in the Grade Sheet. If the student earns three credits in Industrial Training/ Internship, the student may drop one Professional Elective (only one professional elective can be dropped). In such cases, Industrial Training / Internship need to be undergone continuously from one organization or with a combination one two week and one four week from one/two organizations. However, if the number of credits earned is 1 or 2, then these credits shall not be considered for classification of the degree. Students shall get permission from the Head of the Institution for taking Industrial Training/Internship and the Certificate of completion of Industrial Training / Internship shall be forwarded to the COE.

DURATION OF TRAINING/INTERNSHIP	CREDITS
2 Weeks*	1
4 Weeks	2
6 Weeks	3

*1 Week = 40 Internship Hours



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4.6 Industrial Visit

Every student is required to go for at least one Industrial Visit every semester starting from the second year of the Programme. The Heads of Departments shall ensure that necessary arrangements are made in this regard.

4.7 Value Added Courses

The students may optionally undergo Value Added Courses (VAC) over and above the topics covered in the curriculum to obtain practical and industry specific knowledge. The credits earned through the Value Added Courses shall be over and above the total credit requirements prescribed in the curriculum for the award of the degree. **One / Two credit courses shall be offered by a Department of an institution with the prior approval from the Head of the Institution and the Centre for Academic courses without any additional fee charged from the students.** The details of the syllabus, time table and course coordinator may be sent to the Centre for Academic Courses at least one month before the course is offered for approval. **Students can take a maximum of two one credit courses / one two credit course** during the entire duration of the Programme.

4.8 Online Courses

Students may be permitted to credit a maximum of two online courses, subject to a maximum of six credits, with the approval of the **Head of the Institution** and the **Centre for Academic Courses, in lieu of open elective / professional elective courses.** The **Head of the Institution shall form a three member committee with members as HOD and a faculty member from the Department of the student, HOD of any other branch of the Institution to ensure that the student has not studied such courses and would not repeat it again as Professional Core/Professional Elective/Open Elective courses.** Suitable online courses shall be chosen from the SWAYAM platform.

4.9 Audit courses

The student may optionally study audit courses prescribed by the University and it will be mentioned in the Grade Sheet. However, it will not be considered for computation of CGPA.

4.10 Advancement of Courses:

The students who completed their final semester courses (except project work) in advance, shall be permitted to carry out their final semester Project Work for six months in an industry/research organization.

These students shall undergo the eighth semester courses other than the Project Work in the sixth and seventh semesters, provided they do not have current arrears and have a CGPA of 7.50 and above at the end of Semester IV. The Head of Department, in consultation with the faculty handling the said courses shall forward the proposal recommended by the Head of Institution to the Controller of Examinations through the Director, Centre for Academic Courses for approval at least 4 weeks before the commencement of the sixth semester of the programme for approval.



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4.11 Medium of Instruction

The medium of instruction is English for all courses, examinations, Seminar presentations and Project Work reports except for the programmes offered in Tamil Medium.

5. DURATION OF THE PROGRAMME

- 5.1 A student is ordinarily expected to complete the B.E. / B.Tech. Programme in 8 semesters (for HSC students) and six semesters (for Lateral Entry students) but in any case not more than 14 Semesters for HSC (or equivalent) students and not more than 12 semesters for Lateral Entry students.
- 5.1.1 A student is ordinarily expected to complete the B.E. Mechanical Engineering (Sandwich) Programme in 10 semesters (five academic years) but in any case not more than 18 Semesters for HSC (or equivalent) students.
- 5.2 Each semester shall normally consist of 75 working days or 540 periods of 50 minutes each. The Head of the Institution shall ensure that every teacher imparts instruction as per the number of periods specified in the syllabus and that the teacher teaches the full content of the specified syllabus for the course being taught.
- 5.3 The Head of the Institution may conduct additional classes for improvement, special coaching, conduct of model test etc., over and above the specified periods. But for the purpose of calculation of attendance requirement for writing the end semester examinations (as per clause 6) by the students, following method shall be used.

$$\text{Percentage of Attendance} = \frac{\text{Total no. of periods attended in all the courses per semester}}{(\text{No. of periods / week as prescribed in the curriculum}) \times 15} \times 100$$

The University Examination will normally follow immediately after the last working day of the semester as per the academic schedule prescribed from time to time.

- 5.4 The total period for completion of the programme reckoned from the commencement of the first semester to which the student was admitted shall not exceed the maximum period specified in clause 5.1 irrespective of the period of break of study (vide clause 18) in order that he/she may be eligible for the award of the degree (vide clause 16).

6. COURSE REGISTRATION

- 6.1 The institution is responsible for registering the courses that each student is proposing to undergo in the ensuing semester. Each student has to register for all courses to be undergone in the curriculum of a particular semester (with the facility to drop courses to a maximum of 6 credits (vide clause 6.2)). The courses dropped in earlier semesters can be registered in the subsequent semesters when offered.

The registration details of the student shall be approved by the Head of the Institution and forwarded to the Controller of Examinations. This registration is for undergoing the course as well as for writing the End Semester Examinations.

The courses that a student registers in a particular semester may include

- i. Courses of the current semester.
- ii. Courses dropped in the lower semesters and
- iii. Courses advanced to Semester VI and VII from Semester VIII (as per clause 4.10).



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The maximum number of credits that can be registered in a semester is 36. However, this does not include the number of Re-appearance (RA) and Withdrawal (W) courses registered by the student for the appearance of Examination.

6.2 Flexibility to Drop courses

- 6.2.1 A student has to earn the total number of credits specified in the curriculum of the respective Programme of study in order to be eligible to obtain the degree.
- 6.2.2 From the second to final semesters, the student has the option of dropping existing courses in a semester during registration. Total number of credits of such courses shall not exceed 6 per semester. The student is permitted to drop the course(s) within 30 days of the commencement of the academic schedule.

7. ATTENDANCE REQUIREMENTS FOR COMPLETION OF THE SEMESTER

- 7.1 A student who has fulfilled the following conditions shall be deemed to have satisfied the requirements for completion of a semester.

Ideally every student is expected to attend all classes of all the courses and secure 100% attendance. However, in order to give provision for certain unavoidable reasons such as medical / participation in sports, the student is expected to attend at least 75% of the classes.

Therefore, he/she shall **secure not less than 75%** (after rounding off to the nearest integer) of overall attendance as calculated as per clause 5.3.

- 7.2 However, a student who secures overall attendance between 65% and 74% in the current semester due to medical reasons (prolonged hospitalization / accident / specific illness) / participation in sports events may be permitted to appear for the current semester examinations, subject to the condition that the student shall submit the medical certificate / sports participation certificate attested by the Head of the Institution. The same shall be forwarded to the Controller of Examinations for record purposes.
- 7.3 Students who **secure less than 65% overall attendance** shall not be permitted to write the University examination at the end of the semester and not permitted to move to the next semester. They are required to repeat the incomplete semester in the next academic year, as per the norms prescribed.

8. CLASS ADVISOR

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

- To act as the channel of communication between the HOD and the students of the respective class.
- To collect and maintain various statistical details of students.
- To help the chairperson of the class committee in planning and conduct of the class committee meetings.



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- To monitor the academic performance of the students including attendance and to inform the class committee.
- To attend to the students' welfare activities like awards, medals, scholarships and industrial visits.

9. CLASS COMMITTEE

9.1. Every class shall have a class committee consisting of teachers of the class concerned, student representatives and a chairperson, who is not teaching the class. It is like the 'Quality Circle' (more commonly used in industries) with the overall goal of improving the teaching-learning process. The functions of the class committee include:

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

9.2 The class committee for a class under a particular branch is normally constituted by the Head of the Department. However, if the students of different branches are mixed in a class (like the first semester which is generally common to all branches), the class committee is to be constituted by the Head of the Institution.

9.3 The class committee shall be constituted within the first week of each semester.

9.4 At least 4 student representatives (usually 2 boys and 2 girls) shall be included in the class committee, covering all the elective courses.

9.5 The chairperson of the class committee may invite the class adviser(s) and the Head of the Department to the class committee meeting.

9.6 The Head of the Institution may participate in any class committee meeting of the institution.

9.7 The chairperson is required to prepare the minutes of every meeting, submit the same to the Head of the Institution within two days of the meeting and arrange to circulate it among the students and teachers concerned. If there are some points in the minutes requiring action by the management, the same shall be brought to the notice of the Management by the Head of the Institution.

9.8 The first meeting of the class committee shall be held within one week from the date of commencement of the semester, in order to inform the students about the nature and weightage of assessments within the framework of the Regulations. Two or three subsequent meetings may be held in a semester at suitable intervals. **The Class**



Committee Chairperson shall display the cumulative attendance particulars of each student on the Notice Board at the end of every such meeting to enable the students to know their attendance details to satisfy the clause 6 of this Regulation. During these meetings the student members representing the entire class, shall meaningfully interact and express the opinions and suggestions of the other students of the class in order to improve the effectiveness of the teaching-learning process.

10. COURSE COMMITTEE FOR COMMON COURSES

Each common theory course offered to more than one discipline or group, shall have a "Course Committee" comprising all the teachers teaching the common course with one of them nominated as the course coordinator. The nomination of the course coordinator shall be made by the Head of the Department / Head of the Institution depending upon whether all the teachers teaching the common course belong to a single department or to several departments. The 'Course Committee' shall meet in order to arrive at a common scheme of evaluation for the test and shall ensure a uniform evaluation of the tests. Wherever feasible, the Course Committee may also prepare a common question paper for the internal assessment test(s).

11. SYSTEM OF EXAMINATION

- 11.1 Performance in each course of study shall be evaluated based on (i) continuous internal assessment throughout the semester and (ii) University examination at the end of the semester.
- 11.2 Each course, both theory and practical (including project work & viva voce examinations) shall be evaluated for a maximum of 100 marks.
- 11.2.1 For all theory courses, the continuous internal assessment will carry **40 marks** while the End Semester University examination will carry **60 marks**.
- 11.2.2 For all theory courses with laboratory component, the continuous internal assessment will carry **50 marks** while the End Semester University examination will carry **50 marks**.
- 11.2.3 For all laboratory courses, the continuous internal assessment will carry **60 marks** while the End Semester University examination will carry **40 marks**.
- 11.2.4 The continuous internal assessment for the project work will carry **40 marks** while the End Semester University examination will carry **60 marks**.
- 11.3 Industrial Training and Seminar shall carry 100 marks and shall be evaluated through internal assessment only.
- 11.4 The University examination (theory and practical) of 3 hours duration shall ordinarily be conducted between October and December during the odd semesters and between April and June during the even semesters.
- 11.5 The University examination for Project Work shall consist of evaluation of the final report submitted by the student or students of the project group (of not exceeding 4 students) by an external examiner and an internal examiner, followed by a viva-voce examination conducted separately for each student by a committee consisting of the external examiner, the supervisor of the project group and an internal examiner.



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11.6 For the University examination of practical courses including Project Work, the internal and external examiners shall be appointed by the Controller of Examinations.

12. PROCEDURE FOR AWARDING MARKS FOR INTERNAL ASSESSMENT

For all theory, laboratory courses, theory courses with laboratory component and project work the continuous assessment shall be awarded as per the procedure given below:

12.1 THEORY COURSES

Two assessments each carrying 100 marks shall be conducted during the semester by the Department / College concerned. The total marks obtained in all assessments put together out of 200, shall be proportionately reduced for 40 marks and rounded to the nearest integer (This also implies equal weightage to the two assessments).

Assessment I (100 Marks)		Assessment II (100 Marks)		Total Internal Assessment
Individual Assignment / Case Study / Seminar / Mini Project	Written Test	Individual Assignment / Case Study / Seminar / Mini Project	Written Test	
40	60	40	60	200*

*The weighted average shall be converted into 40 marks for internal Assessment.

Two internal assessments will be conducted as a part of continuous assessment. Each internal assessment is to be conducted for 100 marks and will have to be distributed in two parts viz., Individual Assignment/Case study/Seminar/Mini project and Test with each having a weightage of 40% and 60% respectively. The tests shall be in written mode. The total internal assessment marks of 200 shall be converted into a maximum of 40 marks and rounded to the nearest integer.

12.2 LABORATORY COURSES

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

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

* Internal assessment marks shall be converted into 60 marks



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12.3 THEORY COURSES WITH LABORATORY COMPONENT

If there is a theory course with laboratory component, there shall be two assessments: the first assessment (maximum mark is 100) will be similar to assessment of theory course and the second assessment (maximum mark is 100) will be similar to assessment of laboratory course respectively. The weightage of first assessment shall be 40 % and the second assessment be 60 %. **The weighted average of these two assessments shall be converted into 50 marks and rounded to the nearest integer.**

Assessment I (40% weightage) (Theory Component)		Assessment II (60% weightage) (Laboratory Component)		Total Internal Assessment
Individual Assignment / Case Study / Seminar / Mini Project	Written Test	Evaluation of Laboratory Observation, Record	Test	
40	60	75	25	200*

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

12.4 PROJECT WORK

The student shall register for Project Work-I in pre-final semester and Project Work-II in final semester. Project work may be allotted to a single student or to a group of students not exceeding 4 per group. Project Work-II may/may not be a continuation of Project Work-I. If Project Work II is not a continuation of Project Work I, then the topic and constitution of the project team members need not be the same.

12.4.1 Project Work shall be carried out under the supervision of a "qualified teacher" in the Department concerned. In this context "qualified teacher" means the faculty member possessing (i) PG degree or (ii) Ph.D. degree.

12.4.2 The Project Work-II carried out in industry/academic/research institutions need not be a continuation of Project Work-I. In such cases, the Project Work-II shall be jointly supervised by a supervisor of the department and an expert as a joint supervisor from the organization and the student shall be instructed to meet the supervisor periodically and to attend the review committee meetings for evaluating the progress. The review meetings, if necessary, may also be arranged in online mode with prior approval from the Head of the Institution and suitable record of the meetings shall be maintained.

12.4.3 The Head of the Institutions shall constitute a review committee for Project Work for each programme. The review committee consists of supervisor, an expert from the Department and a project coordinator from the Department. If the project coordinator/expert member happens to be the supervisor, then an alternate member shall be nominated. In the case of Industrial Project, the review committee shall have the supervisor, the coordinator from industry and the project coordinator from the Department.

There shall be three reviews during the semesters VII and VIII by the review committee. The student shall make presentation on the progress made by him / her before the committee. The total marks obtained in the three reviews shall be **reduced for 40 marks** and rounded to the nearest integer (as per the scheme given in 12.4.4).



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12.4.4 The project report shall carry a maximum of 20 marks. The project report shall be submitted as per the approved guidelines as given by the Director, Centre for Academic Courses. Same marks shall be awarded to every student within the project group for the project report. The viva-voce examination shall carry 40 marks. Marks are awarded to each student of the project group is based on the individual performance in the viva-voce examination.

Review I	Review II	Review III	End Semester Examinations				
			Project Report		Viva-Voce Examination		
10	15	15	Internal	External	Internal	External	Supervisor
			10	10	10	20	10

12.4.5 The last date for submission of the project report is on the last working day of the semester. If a student fails to submit the project report on or before the specified deadline or the student has submitted the project report but did not appear for the viva-voce examination, it will be considered as fail in the Project Work and the student shall re-register for the same in the subsequent semester.

12.5 OTHER EMPLOYABILITY ENHANCEMENT COURSES

- (a) The Seminar / Case Study / Mini Project course is to be considered as purely INTERNAL (with 100% internal marks only). Every student is expected to present a minimum of 2 seminars per semester before the evaluation committee and for each seminar, marks can be equally apportioned. The three member committee appointed by the Head of the Institution, consisting of the course coordinator and two experts from the Department, will evaluate the seminar and at the end of the semester, the marks shall be consolidated and taken as the final mark. The evaluation shall be based on the seminar paper (40%), presentation (40%) and response to the questions asked during presentation (20%).
- (b) The Industrial / Practical Training, Summer Project, Internship, shall carry 100 marks and shall be evaluated through internal assessment only. At the end of Industrial / Practical Training / Internship / Summer Project, the student shall submit an attendance certificate from the organization where he / she has undergone training and a brief report. The evaluation will be made based on this report and a viva-voce Examination, conducted internally by a three member Departmental Committee constituted by the Head of the Institution consisting of the course coordinator and two experts from the Department. The certificates (issued by the organization) submitted by the students shall be attached to the mark list sent by the Head of the Institution to the Controller of Examinations.
- (c) For all the courses under Employability Enhancement Courses Category, except the Project Work, the evaluation shall be done with 100% internal marks and as per the procedure described in clause 12.5 (a) / (b).



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12.6 ASSESSMENT FOR VALUE ADDED COURSES

The one / two credit course shall carry 100 marks and shall be evaluated through **continuous assessments only**. Two Assessments as per the clause 12.1 or 12.2 shall be conducted by the Department concerned. The total marks obtained in the assessments shall be reduced to 100 marks and rounded to the nearest integer. A committee consisting of the Head of the Department, staff handling the course and a senior faculty member nominated by the Head of the Institution shall do the evaluation process. The list of students along with the marks and the grades earned shall be forwarded to the Controller of Examinations for appropriate action at least one month before the commencement of End Semester Examinations. The grades earned by the students for Value Added Courses will be recorded in the Grade Sheet, however the same shall not be considered for the computation of CGPA.

12.7 ASSESSMENT FOR ONLINE COURSES

Students may be permitted to credit two online courses (which are provided with certificate), subject to a maximum of six credits. **The online course of 3 credits can be considered instead of one elective course.** These online courses shall be chosen from the SWAYAM platform, provided the offering organisation conducts regular examination and provides marks. The credits earned shall be transferred and the marks earned shall be converted into grades and transferred, provided the student has passed in the examination as per the norms of the offering organisation. The details regarding online courses taken up by the student and marks/credits earned and the approval for the course from Centre for Academic Courses shall be sent to the Controller of Examinations, Anna University in the subsequent semester(s) along with the details of the elective(s) to be dropped.

12.8. Internal marks approved by the Head of the Institution shall be displayed by the respective HODs within 5 days from the last working day.

12.9 Attendance Record

Every teacher is required to maintain an 'ATTENDANCE AND ASSESSMENT RECORD', which consists of attendance marked in each lecture or practical or project work class, the test marks and the record of class work (topic covered), separately for each course. This should be submitted to the Head of the Department periodically (at least three times in a semester) for checking the syllabus coverage and the records of test marks and attendance. The Head of the Department will put his/her signature and date after due verification. At the end of the semester, the record should be verified by the Head of the Institution who will keep this document in safe custody (for five years). The University or any inspection team appointed by the University may verify the records of attendance and assessment of both current and previous semesters.

12.10 Conduct of Academic Audit by every Institution

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



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

The Head of the Institution shall arrange to conduct the Academic Audit for every course in a semester by forming the respective committees with an external course expert as one of the members drawn from a Technical institution of repute near the institute.

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

13. REQUIREMENTS FOR APPEARING FOR UNIVERSITY EXAMINATIONS

A student shall normally be permitted to appear for the University Examinations for all the courses registered in the current semester (vide clause 6) if he/she has satisfied the semester completion requirements (as per clause 7).

Further, examination registration by a student is mandatory for all the courses in the current semester and all arrear(s) course(s) for the University examinations failing which, the student will not be permitted to move to the higher semester.

A student who has already appeared for any course in a semester and passed the examination is not entitled to reappear in the same subject for improvement of grades.

14. PASSING REQUIREMENTS

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

14.2 If a student fails to secure a pass in a theory course / laboratory course (except electives), the student shall register and appear only for the end semester examination in the subsequent semester. In such case, the internal assessment marks obtained by the student in the first appearance shall be retained and considered valid for all subsequent attempts till the student secures a pass. However, from the third attempt onwards if a student fails to obtain pass marks (IA + End Semester Examination) as per clause 14.1, then the student shall be declared to have passed the examination if he/she secures a minimum of 50% marks prescribed for the University end semester examinations alone.

14.3 If the course, in which the student has failed, is a Professional Elective or an Open Elective course, the student may be permitted to complete the same course. In such case, the internal assessment marks obtained by the student in the first appearance shall be retained and considered valid for all subsequent attempts till the candidate secures a pass. However, from the third attempt onwards if a candidate fails to obtain pass marks (IA + End Semester Examination) as per clause 14.1, then the candidate shall be declared to have passed the examination if he/she secures a minimum of 50% marks prescribed for the University end semester examinations alone.



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If any other Professional Elective or Open Elective course is opted by the student, the previous registration is cancelled and henceforth it is to be considered as a new Professional Elective or Open Elective course. The student has to register and attend the classes, earn the continuous assessment marks, fulfil the attendance requirements as per clause 7 and appear for the end semester examination.

- 14.4 If a student is absent during the viva - voce examination, it would be considered as fail. If a student fails to secure a pass in Project Work-I, **the student shall register** for the course again in the subsequent semester and can do Project Work-I and II together.
- 14.5 The passing requirement for the courses which are assessed only through purely internal assessments (EEC courses except Project Work and laboratory), is 50% of the internal assessment (continuous assessment) marks only.
- 14.6 A student can apply for revaluation of the student's semester examination answer paper in a theory course, as per the guidelines of the COE on payment of a prescribed fee along with prescribed application to the COE through the Head of the Institution. The COE will arrange for the revaluation and the results will be intimated to the student concerned through the Head of the Institution. Revaluation is not permitted for laboratory course and EEC courses.

15. AWARD OF LETTER GRADES

- 15.1 The award of letter grades will be decided using relative grading principle. The performance of a student will be reported using letter grades, each carrying certain points as detailed below:

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

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

'SA' denotes shortage of attendance (as per clause 7.3) and hence prevented from writing the end semester examinations. 'SA' will appear only in the result sheet.



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“RA” denotes that the student has failed to pass in that course. “W” denotes **withdrawal** from the exam for the particular course. The grades RA and W will figure both in the Grade Sheet as well as in the Result Sheet. In both cases, the student has to appear for the End Semester Examinations as per the Regulations.

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

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

- 15.2 For the Co-curricular activities such as National Cadet Corps (NCC)/ National Service Scheme (NSS) / NSO / YRC / Science club / Literary Club/ Fine Arts Club, a 'completed' remark will appear in the Grade Sheet on successful completion of the same. Every student shall put in a minimum of 75% attendance in the training and attend the camp or events of the clubs compulsorily. The training and camp or club events shall be completed during the first year of the programme. However, for valid reasons, the Head of the Institution may permit a student to complete this requirement in the subsequent years. **Successful completion of any one of the above co-curricular activities is compulsory for the award of degree.**
- 15.3 The grades O, A+, A, B+, B, C obtained for the one/two credit course (not the part of curriculum) shall figure in the Grade Sheet under the title '**Value Added Courses/Internship/Industrial training**'. The courses for which the grades obtained are RA, SA **will not figure in the Grade Sheet.**
- 15.4 For the students who complete the Audit Course satisfying attendance requirement, the title of the Audit Course will be mentioned in the Grade Sheet. If the attendance requirement is not satisfied, it will not be shown in the **Grade Sheet.**
- 15.5 **GRADE SHEET**

After results are declared, Grade Sheets will be issued to each student which will contain the following details:

- The college in which the student has studied
- The list of courses registered during the semester and the grade scored.
- The Grade Point Average (GPA) for the semester and
- The Cumulative Grade Point Average (CGPA) of all courses enrolled from first semester onwards.

GPA for a semester is the ratio of the sum of the products of the number of credits acquired for courses and the corresponding points to the sum of the number of credits acquired for the courses in the semester. CGPA will be calculated in a similar manner, considering all the courses registered from first semester. RA grades will be excluded for calculating GPA and CGPA.



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

where C_i is the number of Credits assigned to the course

GP_i is the point corresponding to the grade obtained for each course

n is number of all courses successfully cleared during the particular semester in the case of GPA and during all the semesters in the case of CGPA.

16 ELIGIBILITY FOR THE AWARD OF THE DEGREE

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

- i. Successfully gained the required number of total credits as specified in the curriculum corresponding to the student's programme within the stipulated time.
- ii. Successfully completed the course requirements, appeared for the End - Semester examinations and passed all the subjects within the period as prescribed in clause 5.1 and 5.1.1.
- iii. Successfully passed any additional courses prescribed by the Director, Centre for Academic Courses whenever the student is readmitted under Regulations R-2021 from the earlier Regulations.
- iv. Successfully completed the NCC / NSS / NSO / YRC / Science Club / Literature Club / Fine Arts Club requirements.
- v. No disciplinary action pending against the student.
- vi. The award of Degree must have been approved by the Syndicate of the University.

16.2 CLASSIFICATION OF THE DEGREE AWARDED

16.2.1 FIRST CLASS WITH DISTINCTION

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

- Should have passed the examination in all the courses of all the eight semesters (10 Semesters in case of Mechanical (Sandwich) and 6 semesters in the case of Lateral Entry) in the student's First Appearance within **five** years (Six years in the case of Mechanical (Sandwich) and Four years in the case of Lateral Entry). Withdrawal from examination (vide Clause 17) will not be considered as an appearance.
- Should have secured a CGPA of not less than **8.50**.
- One year authorized break of study (if availed of) is included in the five years (Six years in the case of Mechanical (Sandwich) and four years in the case of lateral entry) for award of First class with Distinction.
- Should NOT have been prevented from writing end semester examination due to lack of attendance in any semester.



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16.2.2 **FIRST CLASS:**

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

- Should have passed the examination in all the courses of all eight semesters (10 Semesters in case of Mechanical (Sandwich) and 6 semesters in the case of Lateral Entry) **within five years**. (Six years in case of Mechanical (Sandwich) and Four years in the case of Lateral Entry).
- One year authorized break of study (if availed of) or prevention from writing the End Semester examination due to lack of attendance (if applicable) is included in the duration of five years (Six years in case of Mechanical (Sandwich) and four years in the case of lateral entry) for award of First class.
- Should have secured a CGPA of not less than **6.50**.

16.2.3 **SECOND CLASS:**

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

16.3 A student who is absent in end semester examination in a course / project work after having registered for the same shall be considered to have appeared in that examination for the purpose of classification. (subject to clause 17).

16.4 Photocopy / Revaluation

A student can apply for photocopy of his/her semester examination answer paper in a theory course, as per the guidelines of the COE, on payment of a prescribed fee through proper application to the Controller of Examinations through the Head of the Institutions. The answer script is to be valued and justified by a faculty member, who has handled the subject and recommend for revaluation with the breakup of marks for each question. Based on the recommendation, the student can register for the revaluation through proper application to the Controller of Examinations. The Controller of Examinations will arrange for the revaluation and the results will be intimated to the student concerned through the Head of the Institutions. Revaluation is not permitted for practical courses and EEC courses.

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

16.5 Review

Students not satisfied with Revaluation can apply for Review of his/ her examination answer paper in a theory course, within the prescribed date on payment of a prescribed fee through proper application to the Controller of Examinations through the Head of the Institution.

Students applying for Revaluation only are eligible to apply for Review.



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17. PROVISION FOR WITHDRAWAL FROM END-SEMESTER EXAMINATION

- 17.1 A student may, for valid reasons, (medically unfit / unexpected family situations / sports approved by the Chairman, Sports Board and the HOD) be granted permission to withdraw from appearing for the end semester examination in any course or courses in **ANY ONE** of the semester examinations during the entire duration of the degree programme. The application shall be sent to the COE through the Head of the Institutions with required documents.
- 17.2 Withdrawal application is valid if the student is otherwise eligible to write the examination (Clause 7) and if it is made within TEN days after the date of the examination(s) in that course or courses and recommended by the Head of the Institution and approved by the Controller of Examinations. For a student to withdraw from a course / courses, he/she should have registered for the course, fulfilled the attendance requirements (vide clause 7) and earned continuous assessment marks.
- 17.2.1 Notwithstanding the requirement of mandatory 10 days, applications for withdrawal for special cases under extraordinary conditions will be considered on the merit of the case.
- 17.3 In case of withdrawal from a course / courses, the courses will figure both in the Grade Sheet as well as in the Result Sheet. However, withdrawal shall not be considered as an appearance for the eligibility of a student for First Class with Distinction.
- 17.4 If a student withdraws from writing end semester examinations for a course or courses, he/she shall register for the same in the subsequent semester and write the end semester examination(s).
- 17.5 If a student applies for withdrawal from Project Work, he/she will be permitted for the withdrawal only after the submission of project report before the deadline. However, the student may appear for the viva voce examination within 30/60 days after the declaration of results for Project Work I and II respectively and the same shall not be considered as reappearance.
- 17.6 Withdrawal is permitted for the end semester examinations in the final semester, as per clause 16.2.1.

18. PROVISION FOR AUTHORISED BREAK OF STUDY

- 18.1 A student is permitted to go on authorised break of study for a maximum period of one year as a single spell.
- 18.2 Break of Study shall be granted only once for valid reasons for a maximum of one year during the entire period of study of the degree programme. However, in extraordinary situation the student may apply for additional break of study not exceeding another one year. If a student intends to temporarily discontinue the programme in the middle of the semester for valid reasons, and to re-join the programme in a subsequent year, permission may be granted based on the merits of the case provided he / she applies to the Director, Student Affairs in advance, but not later than the last date for registering for the end semester examination of the semester in question, through the Head of the Institution stating the reasons therefore and the probable date of re-joining the programme.



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- 18.3 The student permitted to re-join the programme after break of study / prevention due to lack of attendance, shall be governed by the Curriculum and Regulations in force at the time of re-joining. The students re-joining in new Regulations shall register for additional courses, if any, as notified by the Centre for Academic Courses under change of Regulations. These courses may be from any of the semesters of the curriculum in force, so as to bridge the curriculum in force and the old curriculum. In such cases, the total number of credits to be earned by the student may be more than or equal to the total number of credits prescribed in the curriculum in force.
- 18.4 The authorized break of study is included in the duration specified for passing all the courses for the purpose of classification (vide Clause 16.2).
- 18.5 The total period for completion of the Programme reckoned from, the commencement of the first semester to which the candidate was admitted shall not exceed the maximum period specified in clause 5.1 irrespective of the period of break of study in order that he/she may be eligible for the award of the degree.
- 18.6 If any student is prevented for want of required attendance, the period of prevention shall not be considered as authorized 'Break of Study' (Clause 18.1).
- 18.7 If a student in Full Time mode wants to take up a job / start-up / entrepreneurship during the period of study he/she shall apply for authorised break of study for one year. The student shall join the job / start-up / entrepreneurship only after getting approval of the same by the Director, Centre for Academic Courses with due proof to that effect.
- 18.8 No fee is applicable to students during the Break of Study period.

19. DISCIPLINE

- 19.1 Every student is required to observe disciplined and decorous behaviour both inside and outside the college and not to indulge in any activity which will tend to bring down the prestige of the University / College. The Head of the Institution shall constitute a disciplinary committee consisting of the Head of the Institution, Two Heads of Department of which one should be from the faculty of the student, to enquire into acts of indiscipline and notify the University about the disciplinary action recommended for approval. In case of any serious disciplinary action which leads to suspension or dismissal, then a committee shall be constituted including one representative from Anna University, Chennai. In this regard, the member will be nominated by the University on getting information from the Head of the Institution.
- 19.2 If a student indulges in malpractice in any of the University / internal examination he / she shall be liable for punitive action as prescribed by the University from time to time.

20. REVISION OF REGULATIONS, CURRICULUM AND SYLLABI

The University may from time to time revise, amend or change the Regulations, curriculum, syllabus and scheme of examinations through the Academic Council with the approval of the Syndicate.





CSI COLLEGE OF ENGINEERING KETTI THE NILGIRIS - 643215

Minutes of Meeting held at Principal's Office on 05/07/2023

Members Present:

- | | |
|--------------------------------------------|--------------------------------------------|
| 1. Dr. P. D Arumairaj - Principal | 7. Prof. P. Nisha Priya - HOD/CS&E |
| 2. Dr. J. Joshua Gnana Sekaran - VP | 8. Prof. Dominic Xavier - HOD/S&H |
| 3. Dr. S. Rajesh Kana - DA | 9. Prof. R. Pradab - HOD/MED |
| 4. Dr. R. Chandrasekaran - HOD/EEE & Civil | 10. Prof. I. Bildass Santhosam - HOD/AI&DS |
| 5. Prof. Komathy K Vanitha - HOD/ECE | 11. Dr. A. Faizur Rahaman - AP/MED |
| 6. Prof. G. Thiagarajan - HOD/IT | 12. Dr. A. Davis Selvakumar - HOD/PED |

AGENDA:

- | | |
|------------------------------|-------------------------|
| 1. Association Inaugurations | 4. Placement |
| 2. Class Work | 5. Promotional Activity |
| 3. One Student One Industry | |

The meeting commenced with prayer by Prof. G. Thiagarajan and the agenda was taken up for discussion. The minutes of the previous meeting was read.

SN	Resolution	Action to be taken by
1.	Regular classes for the 8 th and 6 th semester for all Programmes have started from 01-Feb-24. It was decided that all HODs monitor the engagement of the class regularly and meticulously so as to improve the academic quality of our Institution.	All HODs
2.	It was decided to enter the daily attendance of students in the master time table register for all classes, which shall be entered by the non teaching staff of the concerned department	All HODs
3.	It was decided that HODs to ensure that NTS of their respective departments are allotted proper work and responsibilities like maintaining lab equipments, stock verification, identification of obsolete equipments, maintaining various departmental registers etc. HODs to report compliance to the Principal on obsolete equipments and the equipments not covered by syllabus.	All HODs
4.	As decided in the previous meeting under the One student One Industry initiative , HODs should ensure that all the present 3 rd year students are linked with one Alumnus from the Industry and the Principal will have a review by 19-Feb-24.	All HODs

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- | SN | Resolution | Action to be taken by |
|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|
| 5. | It was decided to have a Common Department Association Inauguration on 16-Feb-24 in the FN session. Departmental activities like special lectures, quiz and project demo shall be done in the AN session by the respective departments. | All HODs |
| 6. | It was decided that the faculty members who have attended FDP's recently, should present their knowledge and experience to the faculty members of their concerned department and report compliance to the Principal. | Mrs. Felicia APECE
Mr. Issac APEEE
Mr. Ramakrishnan - APIT and the HODs concerned |
| 7. | It was decided to print the Admission 2024 - 2025 pamphlets, which shall be posted in various locations where our transport operate by the concerned drivers. | Prof. Dominic Xavier in coordination with Prof. Benjamin |
| 8. | As decided in the previous meeting all HODs to follow up with students so that the scholarship amount is duly remitted in the college office. | All HODs and faculty advisors |

[Signature]
09/12/24
PRINCIPAL

Copy: Correspondent
HODs
Office file



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CSI COLLEGE OF ENGINEERING KETTI THE NILGIRIS - 643215

Minutes of Meeting held at Principal's Office on 17/07/2023

Members Present:

1. Dr. P. D Arumairaj - Principal
2. Dr. J. Joshua Gnana Sekaran - VP
3. Dr. S. Rajesh Kana - DA
4. Dr. R. Chandrasekaran - HOD/EEE & Civil
5. Prof. Komathy K Vanitha - HOD/ECE
6. Prof. G. Thiagarajan - HOD/IT
7. Prof. P. Nisha Priya - HOD/CS&E
8. Prof. Dominic Xavier - HOD/S&H
9. Prof. R. Pradab - HOD/MED
10. Prof. I. Bildass Santhosam - HOD/AI&DS
11. Dr. A. Faizur Rahaman - AP/MED
12. Dr. A. Davis Selvakumar - HOD/PED
13. Dr. N. Sivakumar - Placement Officer

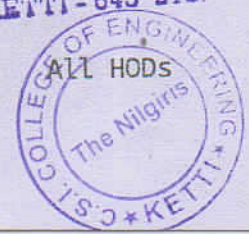
AGENDA:

1. Association Inauguration
2. Placement
3. Promotional Activity
4. Fee Collection
5. Women's Day
6. Annual Day

The meeting commenced with prayer by Prof. G. Thiagarajan and the agenda was taken up for discussion.

SN	Resolution	Action to be taken by
1.	As decided in the previous meeting, all HODs should monitor the engagement of the class regularly and meticulously so as to improve the academic quality of our Institution.	All HODs
2.	The Principal emphasized the crucial role of the HODs in ensuring that faculty members and staff fulfil their responsibilities within their department. Additionally, the HODs should play a significant role in providing students with ample opportunities for both academic and personal growth throughout their time at the college.	All HODs
3.	It was decided that the Principal, along with the Placement Officer, will address the students of the CS&E department on Feb 15, 2024, to provide insight into the diverse opportunities available through the College's placement drive.	HOD/CS&E and Dr. N. Sivakumar
4.	The Placement Office has reported an uptick in placements for core branches. Following the decision made in the previous meeting regarding the One Student One Industry initiative , HODs are tasked with ensuring that all current third year students are connected with an alumni from the industry. A review by the Principal is scheduled for	

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SN	Resolution	Action to be taken by
5.	The Principal underscored the importance of course instructors organising industrial visits for students to provide them with firsthand exposure to the industry environment during their course duration.	All HODs and Faculty members
6.	Following the decision made in the previous meeting, the inauguration of the common department association is scheduled for Friday, February 16, 2024, in the morning session. Subsequently, an interactive session involving all HODs and special officers with the chief guest will take place. The afternoon session will feature department specific activities.	All HODs and Special Officers
7.	The planned promotional activities, including visits to schools and churches, are proceeding according to schedule. It was agreed to maintain this momentum proactively. Nevertheless, the replacement of damaged banners must be promptly addressed and completed.	Prof. Dominic & Dr. G. Dhanraj
8.	As decided in the previous meeting all HODs to follow up with students to promptly pay their fee dues and that the scholarship amount is duly remitted in the college office.	All HODs and faculty advisors
9.	It was decided to celebrate the Women's day in our college on 08-Mar-2024.	Prof. Collin Grace
10.	It was decided to conduct the College Sports Day, Annual Day and Tamil Mandram during the 3 rd week of April 2024. However the dates will be finalised in consultation with the Chairman.	
11.	The classes for the 4 th and 2 nd semester will commence from 13-Mar-2024. It was decided to conduct career guidance program during this vacation period.	All HODs and Placement Officer
12.	Dr. Davis - PED will be in campus everyday up to 6:00 PM. HODs to make sure that students are actively involved in Sports activity.	All HODs and PED
13.	It was decided to have a photo shoot of the college and the departments. All HODs should ensure that the cutting edge technology is made available in the labs. Students should be identified for the photo shoot.	All HODs in coordination with Prof. G. Thiagarajan

