

# ANNA UNIVERSITY, CHENNAI

## REGULATIONS 2013

### CREDIT SYSTEM

#### AFFILIATED COLLEGES

#### POST-GRADUATE PROGRAMMES

The following Regulations is applicable to the students admitted to M.E / M.Tech., M.C.A and M.B.A. 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 2013-2014.

#### 1 PRELIMINARY DEFINITIONS AND NOMENCLATURE

In these Regulations, unless the context otherwise requires:

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

## **2 PROGRAMMES OFFERED, MODES OF STUDY AND ADMISSION REQUIREMENTS**

### **2.1 P.G. PROGRAMMES OFFERED:**

1. M.E
2. M.Tech.
3. M.B.A.
4. M.C.A.

### **2.2 MODES OF STUDY:**

#### **2.2.1 Full-Time:**

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

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

#### **2.2.2 Part-Time – Day Time Mode:**

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

**2.2.3** Conversion from one mode of study to the other is not permitted.

### **2.3 ADMISSION REQUIREMENTS:**

**2.3.1** Candidates for admission to the first semester of the Post-Graduate Degree Programme shall be required to have passed an appropriate Under-Graduate Degree **Examination of Anna University** or equivalent as specified under qualification for admission as per the Tamil Nadu Common Admission (TANCA) criteria.

**Note:** TANCA releases the updated criteria during the admissions every academic year. Admission shall be offered only to the candidates who possess the qualification prescribed against each programme. Any other relevant qualification which is not prescribed against each programme shall be considered for equivalence by the committee constituted for the purpose. Admission to such degrees shall be offered only after obtaining equivalence to such degrees.

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

- 2.3.3** Notwithstanding the qualifying examination the candidate might have passed, he/she shall have a minimum level of proficiency in the appropriate programme / courses as prescribed by the Syndicate of the University from time to time.
- 2.3.4** Eligibility conditions for admission such as the class obtained, the number of attempts in qualifying examination and physical fitness will be as prescribed by the Syndicate of the University from time to time.
- 2.3.5** All Part-Time (Day-Time mode) candidates should satisfy other conditions regarding Experience, Sponsorship etc. that may be prescribed by the Syndicate from time to time.

### **3 DURATION AND STRUCTURE OF THE PROGRAMMES:**

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

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

- 3.2** Every **Programme** will have a curriculum and syllabus consisting of core courses, elective courses and project work. The Programme may also include seminar, practical, practical / Industrial training, Summer project if they are specified in the curriculum.
- 3.3** The Curriculum and Syllabi of all the P.G. Programmes shall be approved by the Academic Council of Anna University. The number of Credits to be earned for the successful completion of the programme shall be as specified in the Curriculum of the respective specialization of the P.G. Programme
- 3.4** Each semester shall normally consist of 90 working days or 350 periods of each 50 minutes duration, for full-time mode of study (400 Periods for M.B.A.) or 200 periods for part-time mode of study. 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. For the purpose of calculation of attendance requirement for writing the end semester examinations (as per clause 9) by students, following method shall be used.

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

End Semester Examinations conducted by the University will be scheduled after the last working day of the semester.

- 3.5** The minimum prescribed credits required for the award of the degree shall be within the limits specified below:

<b>PROGRAMME</b>	<b>PRESCRIBED CREDIT RANGE</b>
M.E. / M.Tech.	65 to 75

<b>Programme</b>	<b>Prescribed Credits</b>
M.C.A.	119
M.B.A.	96

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

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

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

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

- 3.6.3** Practical training or Industrial Training if specified in the Curriculum should be organized by the Head of the Department / Institution for a duration not exceeding 4 weeks.

- 3.6.4** Summer project if specified in the Curriculum, should be organized by the Head of the Department / Institution for a duration not exceeding 6 weeks.

- 3.7** The electives from the curriculum are to be chosen with the approval of the Head of the Department. A candidate may be permitted by the Head of the Department to choose a maximum of two electives from other P.G. Programmes offered in the Department /any other Department of the Institutions during the period of his/her study, provided the Head of the Department offering such course also approves such requests subject to no clash in the time-table for the lecture classes of both departments.

- 3.8** The medium of instruction shall be English for all courses, examinations, seminar presentations and project thesis/dissertation reports.

#### **4. PROJECT WORK**

- 4.1** The project work for M.E. / M.Tech. Programmes consist of Phase-I and Phase-II. The Phase-I is to be undertaken during III semester and Phase-II, which is a continuation of Phase-I is to be undertaken during IV semester.

- 4.2** In case of candidates of M.E. / M.Tech. Programmes not completing Phase-I of project work successfully, the candidates can undertake Phase-I again in the subsequent semester. In such cases the candidates can enroll for Phase-II, only after successful completion of Phase-I.

- 4.3** Project work shall be carried out under the supervision of a “qualified teacher” in the Department concerned. In this context “qualified teacher” means the faculty member possessing (i) PG degree with a minimum of 3 years experience in teaching or (ii) Ph.D. degree.
- 4.4** A candidate may, however, in certain cases, be permitted to work on projects in an Industrial/Research Organization, on the recommendations of the Head of the Department Concerned. In such cases, the Project work shall be jointly supervised by a supervisor of the department and an expert, as a joint supervisor from the organization and the student shall be instructed to meet the supervisor periodically and to attend the review committee meetings for evaluating the progress.
- 4.5** The Project work (Phase II in the case of M.E/M.Tech.) shall be pursued for a minimum of 16 weeks during the final semester.
- 4.6** The deadline for submission of final Project Report is 60 calendar days from the last working day of the semester in which project / thesis / dissertation is done. However, the Phase-I of the Project work in the case M.E. / M.Tech. Programmes shall be submitted within a maximum period of 30 calendar days from the last working day of the semester as per the academic calendar published by the University.

## **5 EVALUATION OF PROJECT WORK**

The evaluation of Project Work for Phase-I & Phase-II in the case of M.E. / M.Tech. and project work of M.B.A and M.C.A shall be done independently in the respective semesters and marks shall be allotted as per the weightages given in Clause 5.1.

- 5.1** There shall be three assessments (each 100 marks) during the Semester by a review committee. The Student shall make presentation on the progress made before the Committee. The Head of the Institution shall constitute the review committee for each branch of study. The total marks obtained in the three assessments shall be reduced to 20 marks and rounded to the nearest integer (as per the Table given below). There will be a vice-voce Examination during End Semester Examinations conducted by a Committee consisting of the supervisor, one internal examiner and one external examiner. The internal examiner and the external examiner shall be appointed by the Controller of Examination. The distribution of marks for the internal assessment and End semester examination is given below:

<b>Internal Assessment (20 Marks)</b>			<b>End Semester Examination (80 Marks)</b>			
<b>Review - I</b>	<b>Review - II</b>	<b>Review - III</b>	<b>Thesis Submission (30 Marks)</b>	<b>Viva – Voce (Rounded to 50 Marks)</b>		
			External Examiner	Internal Examiner	External Examiner	Supervisor Examiner
5	7.5	7.5	30	15	20	15

- 5.2** The Project Report prepared according to approved guidelines as given by Director, Academic Courses and duly signed by the supervisor(s) and the Head of the Department concerned shall be submitted to the Head of the Institution.
- 5.3** If the candidate fails to obtain 50% of the internal assessment marks in the Phase–I and Phase–II / final project, he/she will not be permitted to submit the report for that particular semester and has to re-enroll for the same in the subsequent semester.

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

If a candidate fails in the end semester examinations of Phase–I, he/she has to resubmit the Project Report within 30 days from the date of declaration of the results. If he / she fails in the End semester examination of Phase–II of Project work of M.E. / M.Tech. or the Final Project work of M.B.A. / M.C.A, he/she shall resubmit the Project Report within 60 days from the date of declaration of the results. The resubmission of a project report and subsequent viva-voce examination will be considered as reappearance with payment of exam fee. For this purpose the same Internal and External examiners shall evaluate the resubmitted report.

- 5.3.1** A copy of the approved Project Report after the successful completion of viva-voce examinations shall be kept in the library of the college / institution.
- 5.3.2** Practical / Industrial Training, Summer Project if specified in the Curriculum shall not exceed the maximum duration of 4 weeks and should be organized by the Head of the Department for every student.
- 5.3.3** At the end of Practical / Industrial Training, Summer Project the candidate shall submit a certificate from the organization where he/she has undergone training and also a brief report. The evaluation for 100 marks will be carried out internally based on this report and a Viva-Voce Examination will be conducted by a Departmental Committee constituted by the Head of the Institution. Certificates submitted by the students shall be attached to the mark list sent by the Head of the Institution to the Controller of Examination.

## **6 CLASS ADVISER**

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 Head 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.

## **7 CLASS COMMITTEE**

**7.1** A Class Committee consists of teachers of the concerned class, 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 programme and the details of rules therein.
- Informing the student representatives, the "academic schedule" including the dates of assessments and the syllabus coverage for each assessment period.
- Informing the student representatives, the details of regulations regarding the weightage used for each assessment. In the case of practical courses (laboratory / 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 improving the Students Performance
- Identifying the weak students, if any, in any specific subject and requesting the teachers concerned to provide some additional help or guidance or coaching to such weak students as frequently as possible.

**7.2** The class committee for a class under a particular programme is normally constituted by the Head of the Department. However, if the students of different programmes are mixed in a class, the class committee is to be constituted by the Head of the Institution.

**7.3** The class committee shall be constituted on the first working day of any semester or earlier.

**7.4** At least 2 student representatives (usually 1 boy and 1 girl) shall be included in the class committee.

**7.5** The chairperson of the class committee shall invite the Class adviser(s) and the Head of the Department to the meeting of the class committee.

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

**7.7** The Chairperson of the Class Committee 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 among the concerned students and teachers. 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.

- 7.8 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 at suitable intervals. During these meetings the student members, representing the entire class, shall meaningfully interact and express the opinions and suggestions of the class students to improve the effectiveness of the teaching-learning process.

## 8 COURSE COMMITTEE FOR COMMON COURSES

Each common course offered to more than one group of students shall have a "Course Committee" comprising all the teachers teaching the common course with one of them 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 as often as possible and ensure uniform evaluation of the tests and arrive at a common scheme of evaluation for the tests. Wherever it is feasible, the course committee may also prepare a common question paper for the Assessment Test(s).

## 9 ATTENDANCE REQUIREMENTS FOR COMPLETION OF A SEMESTER

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

Ideally every student is expected to attend all classes and earn 100% attendance. However in order to allow provision for certain unavoidable reasons such as prolonged hospitalization / accident / specific illness the student is expected to earn a minimum of 75% attendance to become eligible to write the End-Semester Examinations.

Therefore, every student shall secure not less than 75% of overall attendance in that semester as per clause 3.4.

- 9.2 However, a candidate who secures overall attendance between 65% and 74% in that 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 to the Head of the Institution. The same shall be forwarded to the Controller of Examinations for record purposes.

- 9.3 Candidates who could secure less than 65% overall attendance and **Candidates who do not satisfy the clauses 9.1 & 9.2** will not be permitted to write the end-semester examination of that current semester and are not permitted to go to next semester. They are required to repeat the incomplete semester in the next academic year.



## **10 PROCEDURES FOR AWARDING MARKS FOR INTERNAL ASSESSMENT(IA)**

The maximum marks assigned to different courses shall be as given below:  
Each of the theory and practical courses (including project work) shall carry a maximum of 100 marks of which 20 marks will be through internal assessment and the End Semester Examination (ESE) will carry 80 marks.

**10.1** The marks for the continuous assessment shall be awarded as per the procedure given below:

### **(i) 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).

### **(ii) Practical 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.

### **(iii) Theory Courses with Laboratory component:**

The maximum marks for Internal Assessment shall be 20 in case of theory courses with Laboratory component. For a theory course with Laboratory component, there shall be three assessments: the first two assessments (each with a maximum of 100 marks) will be from theory portions and the third assessment (maximum marks 100) will be for laboratory component. The sum of marks of all three assessments shall be reduced to 20 marks and rounded to the nearest integer.

### **(iv) Seminar / Professional Practices / Case Study:**

The seminar / Case study is to be considered as purely INTERNAL (with 100% internal marks only). Every student is expected to present a minimum of 2 seminars per semester before the evaluation committee and for each seminar marks can be equally apportioned. The three member committee appointed by Head of the 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%).

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

- 10.2** Internal marks approved by the Head of the Institution shall be displayed by the respective HODs within 5 days from the last working day.
- 10.3** 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 (topics 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 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 inspect the records of attendance and assessments of both current and previous semesters.

## **11 REQUIREMENTS FOR APPEARING FOR SEMESTER EXAMINATION**

- 11.1** A candidate shall normally be permitted to appear for the University examinations of the current semester if he/she has satisfied the semester completion requirements as per clause 9.1 & 9.2 and has registered for examination in all courses of the current semester.
- 11.2** Further, registration is mandatory for all the courses in the current semester as well as for arrear(s) course(s) for the university examinations failing which, the candidate will not be permitted to move to the higher semester.
- 11.3** A student who has passed all the courses prescribed in the curriculum for the award of the degree shall not be permitted to re-enroll to improve his/her marks in a course or the aggregate marks / CGPA.

## **12 UNIVERSITY EXAMINATIONS**

- 12.1** There shall be an End- Semester Examination of 3 hours duration in each lecture based course.

The examinations shall ordinarily be conducted between October and December during the odd semesters and between April and June in the even semesters.

For the practical examinations (including project work), both internal and external examiners shall be appointed by the University.

### **12.2 WEIGHTAGE**

The following will be the weightage for different courses.

- i) Lecture or Lecture cum Tutorial based course:
- |                          |   |     |
|--------------------------|---|-----|
| Internal Assessment      | - | 20% |
| End Semester Examination | - | 80% |
- ii) Laboratory based courses
- |                          |   |     |
|--------------------------|---|-----|
| Internal Assessment      | - | 20% |
| End Semester Examination | - | 80% |

iii) Project work		
Internal Assessment	-	20%
Evaluation of Project Report by external examiner	-	30%
Viva-Voce Examination	-	50%
iv) Practical training / summer project / seminar		
Internal Assessment	-	100%

### **13 PASSING REQUIREMENTS**

- 13.1** A candidate who secures not less than 50% of total marks prescribed for the course with a minimum of 50% of the marks prescribed for each of the course of the End-Semester University Examination in both theory and practical courses shall be declared to have passed in the course and acquired the relevant number of credits.
- 13.2** If the candidate fails to secure a pass in a particular course as per clause 13.1, it is mandatory that the candidate shall register and re-appear for the examination in that course during the subsequent semester when examination is conducted for that course. Further, the candidate should continue to enroll and reappear for the examination till a **pass** is secured in such arrear course.
- 13.3** The internal assessment marks obtained by the candidate in the first appearance shall be retained and considered valid for all subsequent attempts till the candidate secure a pass. However, from the third attempt onwards if a candidate fails to obtain pass marks (IA + End Semester Examination) as per clause 13.1, then the candidate shall be declared to have passed the examination if he/she secure a minimum of 50% marks prescribed for the university end semester examinations alone.

### **14 ELIGIBILITY FOR THE AWARD OF THE DEGREE**

- 14.1** A student shall be declared eligible for the award of the degree if he/she has:
- (i) Successfully passed all the courses as specified in the curriculum corresponding to his/her programme within the stipulated period. (as per clause 3.1)
  - (ii) No disciplinary action is pending against him/her.
  - (iii) The award of the degree must have been approved by the syndicate.
  - (iv) Successfully completed any additional courses prescribed by the Director, Academic Courses

### **15 AWARD OF LETTER GRADES**

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

Letter grade	Grade Points	Marks Range
S	10	91 – 100
A	9	81 – 90
B	8	71 – 80
C	7	61 – 70
D	6	57 – 60
E	5	50 – 56
U	0	< 50
	(or 50, but not satisfying clause 13.1)	
W	0	

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

‘SA’ denotes shortage of attendance (as per Clause 6) and hence prevented from writing end semester examination. ‘SA’ will appear only in the result sheet.

‘U’ denotes Reappearance (RA) is required for the examination in that particular course. ‘W’ denotes withdrawal from exam for the particular course.

(The grades U and W will figure both in Mark Sheet as well as in Result Sheet)

## 15.2 GRADE SHEET

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

- The college in which the candidate has studied.
- The list of courses enrolled during the semester and the grades scored.
- The Grade Point Average (GPA) for 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.

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

where

$C_i$  is the number of credits assigned to the course

$GP_i$  is the Grade point corresponding to the grade obtained for each Course

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

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

## 16 CLASSIFICATION OF THE DEGREE AWARDED

### 16.1 FIRST CLASS WITH DISTINCTION:

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

#### **M.E. / M.Tech. M.B.A.(Full Time)**

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

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

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

### 16.2 FIRST CLASS:

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

#### **M.E. / M.Tech. M.B.A.(Full Time)**

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

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

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

### **16.3 SECOND CLASS:**

All other candidates (not covered in clauses 16.1 and 16.2) who qualify for the award of the degree (vide Clause 14) shall be declared to have passed the examination in **Second Class**.

- 16.4.** A candidate who is absent in semester examination in a course / project work after having registered for the same shall be considered to have appeared in that examination for the purpose of classification.

### **16.5 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.

### **16.6 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.

### **17 PROVISION FOR WITHDRAWAL FROM EXAMINATION:**

A candidate may for valid reasons and on prior application, be granted permission to withdraw from appearing for the examination of any one course or consecutive examinations of more than one course in a semester examination.

- 17.1** Such withdrawal shall be permitted only once during the entire period of study of the degree programme.
- 17.2** Withdrawal application is valid only if it is made within 10 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.
- 17.3** Notwithstanding the requirement of mandatory TEN days notice, applications for withdrawal for special cases under extraordinary conditions will be considered on the merit of the case.
- 17.4** Withdrawal shall not be construed as an appearance for the eligibility of a candidate for First Class with Distinction. Withdrawal is not permitted in the final semester.

- 17.5 Withdrawal from the End semester examination is **NOT** applicable to arrears subjects of previous semesters
- 17.6 The candidate shall reappear for the withdrawn courses during the examination conducted in the subsequent semester.

## **18 AUTHORIZED BREAK OF STUDY FROM A PROGRAMME**

- 18.1 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 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 therefor and the probable date of rejoining the programme.
- 18.2 The candidates permitted to rejoin the programme after break of study / prevention due to lack of attendance, shall be governed by the Curriculum and Regulations in force at the time of rejoining. The students rejoining in new Regulations shall apply to the Director, Academic Courses in the prescribed format through Head of the 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.
- 18.3 The authorized break of study (for a maximum of one year) will not be counted for the duration specified for passing all the courses for the purpose of classification. (vide Clause 16.1). However, additional break of study granted will be counted for the purpose of classification.
- 18.4 The total period for completion of the Programme reckoned from, the commencement of the first semester to which the candidate was admitted shall not exceed the maximum period specified in clause 3.1 irrespective of the period of break of study (vide clause 18.1) in order that he/she may be eligible for the award of the degree.
- 18.5 If any student is detained for want of required attendance, the period spent in that semester shall not be considered as authorized 'Break of Study' is not applicable for this case.

## **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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