ANNA UNIVERSITY

Affiliated Institutions (Non-Autonomous)

ACADEMIC REGULATIONS 2025

UNDERGRADUATE PROGRAMMES (UG)

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

Applicable to the students admitted in B.E. / B.Tech. Programmes, offered in Affiliated Institutions (Non-Autonomous), from the Academic year 2025 – 2026

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1. Title

These regulations shall be called as 'Academic Regulations 2025 (Affiliated)'. In short, it is referred as 'AR2025-UG(Affl.)'.

2. Scope

2.1. The regulations provided herein shall apply to the students admitted in the Undergraduate (UG), B.E. / B.Tech. Programmes, offered in Affiliated Institutions (Non-Autonomous) of Anna University, Chennai from the Academic year 2025 – 2026.

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

3. Definitions

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

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

a) learn at their convenient pace.

b) choose courses from a wide range of elective courses offered by the departments.

c) adopt an inter / multi-disciplinary approach in learning and

d) make the best use of the expertise of available faculty.

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

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

3.5. **'Semester'** means a term of study consisting of a minimum of 90 working days (including examinations), generally with eight 'CONTACT HOURS' per day. The Semester scheduled between July / August and November / December shall be called 'Odd Semester' (I, III, V, VII), and that scheduled between December / January and April / May, shall be called 'Even semester' (II, IV, VI, VIII).

3.6. **'Course'** refers to a Theory / Laboratory integrated theory / Laboratory subject that is offered in a semester of the Programme.

3.7. **'Contact Hours'** means duration of Lecture, Tutorial, Practical or Project Work, as applicable.

3.8. **'Credit'** means the weightage assigned to a particular course based on the contact hours to teach the prescribed syllabus. One credit is allocated to 15 contact hours for theory course and 30 contact hours for practical course.

3.9. **Continuous Assessment** means evaluation of the students' progress and performance in a course during a semester through various activities such as Assignments, Solution to application-oriented problems using software, Solving of GATE questions, Internal Examinations, Project, Models, Flipped Class, Seminar, Group Activity, Report Writing, Assignments, Quizzes, Presentations, Practical Works, Case Studies, Technology enabled services to community, etc. Importantly, the students shall complete all activities, as prescribed in the syllabus of the respective course to get the internal marks.

3.10. **End Semester Examination** means an examination conducted for a course at the end of the semester to evaluate the student's overall learning attainments.

3.11. **'Faculty'** means a group of allied Programmes.

3.12. **"Bona fide Student"** means the student who is joined and on-roll in an Undergraduate Programme.

3.13. **'Head of the Department'** means Head of the Department concerned, offering the programme.

3.14. **'Head of the Institution**' means the Principal / Dean of the respective Institution.

3.15. '**Disciplinary Committee'** means the committee constituted by the Head of the Institution to look after students' discipline.

3.16. **'Institute Academic Affairs Committee'** means the committee constituted by the Head of the Institution to look after academic and development activities of the Institute.

3.17. **'Chairperson'** means Head of the Faculty.

3.18. **'Controller of Examinations'** means the Officer of the University responsible for all the activities related to examinations in the Affiliated Institutions.

3.19.‘Director, Centre for Academic Courses’ means the Officer of the University who is responsible for all the activities in connection with academic regulations, curricula, syllabi & academic schedule for all the academic programmes and other academic activities, from time-to-time.

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

3.21.‘Syndicate’ means the apex governing body of the University.

4. Admissions

4.1. Admissions to B.E., / B. Tech programmes offered in the Affiliated Institutions (Non-Autonomous), shall be as per the norms prescribed by Govt. of Tamil Nadu as given below.

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

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

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

(Or)

- Those who possess a Bachelor of Science (B.Sc.) (10+2+3 stream) with Mathematics as a subject at the B.Sc. Level are eligible to apply for Lateral

entry admission to the third semester of B.E. / B.Tech. Programme. Other eligibility criteria such as marks, number of attempts and physical fitness shall be as prescribed by the Govt. of Tamil Nadu from time to time.

4.3. All students admitted provisionally or otherwise to any programme shall submit Photo ID proof issued by State / Central Govt., Original Transfer Certificate from the institution last studied, copies of grade / mark sheets of the qualifying examination and other relevant documents at the time of admission or by the last date prescribed by the competent authorities.

4.4. The admission of a student, who fails to submit the prescribed documents by the above-said date in Clause 4.3, or fails to meet other stipulated requirement(s), shall be cancelled by the University. The University shall also cancel the admission of a student at a later time, if the student is found ineligible / unfit at the time of admission or had furnished some false information / certificates or suppressed relevant information while seeking admission to the programme in the Affiliated Institutions.

5. Programme Structure

5.1. Curriculum

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

5.2. Programme Duration

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

(ii). Duration of the programme is THREE years (Six Semesters) for a student admitted directly to second year (Lateral entry) with qualifications as prescribed in Clause 4.2 of the regulations. The student shall successfully

complete all the requirements as per the curriculum and regulations of the programme within the above-said duration of 'THREE' years.

(iii). Above mentioned period in Clause 5.2 (i) & Clause 5.2 (ii) shall be extended for 'ONE' more year to a student, who is permitted to avail the authorised break of study or opt for dropping of courses, as per the regulations.

(iv). 'Programme Completion' means that a student shall undergo all the courses as prescribed in the respective curriculum and become eligible for appearing in the end semester examination of all the courses within the period as given in Clauses 5.2 [(i), (ii) & (iii)].

(v). After programme completion if there are any arrear course(s), a student shall be permitted to successfully complete the same, within 'SEVEN' years (students admitted under Clause 4.1) and 'SIX' years (students admitted under Clause 4.2). This maximum duration for successful completion shall be reckoned from the commencement of first semester of the programme.

(vi). In case of a student prevented from appearing in the end semester examination in all the courses of a semester due to shortage of attendance, the period of prevention shall be treated as a break in the programme. In such a case, total duration for completing the programme including all such prevention periods shall not exceed the above-said 'SEVEN' years (students admitted under Clause 4.1) and 'SIX' years (students admitted under Clause 4.2).

5.3. Course Categories

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

I. **Basic Science (BS)** include courses such as Mathematics, Physics and Chemistry.

II. **Humanities (HUM)** include courses such as Language, Management, Heritage, Life Skills, Entrepreneurship, Sustainability and Physical Education.

III. **Engineering Science (ES)** are the core courses relevant to General (G), Programme Core (PC), Programme Elective (PE) & Emerging Technology (ET).

- ❖ Foundational Courses that are intended to provide the students with a broad-based understanding of engineering principles and concepts are classified under **General (G)** category.
- ❖ Courses that are relevant to the respective discipline are classified under **Programme Core (PC)** category.
- ❖ Courses, which can be chosen from a larger pool of courses and are very specific / specialised / advanced / supportive to the discipline, are classified under **Programme Elective (PE)** category.
- ❖ Courses on the latest advancements in various fields of engineering and technology are classified under **Emerging Technology (ET)** category.

IV. **Open Elective (OE)** are elective courses, chosen from other disciplines, with an intention to expose the students to interdisciplinary / multidisciplinary / transdisciplinary fields.

V. **Self-Learning (SL)** is a course to be selected by the students allowing them to be interacting with global network of faculty, peers, and industry experts from anywhere in the world, that facilitates developing an aptitude for life-long learning.

VI. **Skill Development (SD)** are the courses offered to enhance specific abilities and competencies of the students in academic and professional contexts. Industry Oriented Courses (IOC), that are offered to allow students to expand their knowledge and skills in niche areas and meet the ever-changing arising in the relevant industries, from time to time are classified under **Skill Development (SD)** category.

VII. **Value Added (VA) Courses** are the courses not prescribed in the respective curriculum, but are offered to the students to provide additional value to the programme, for enhancing the knowledge and

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

VIII. **Off Campus (OC) Courses** are the courses that can be undergone by the student, offered by other institutions / firms.

5.4. Medium of Instruction

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

5.5. Assignment of Credits

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

Table 1 – Credits for Contact Hour(s)

Contact Hour	Credits
1 Lecture Hour	1
1 Tutorial Hour	1
1 Laboratory Hour	#

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

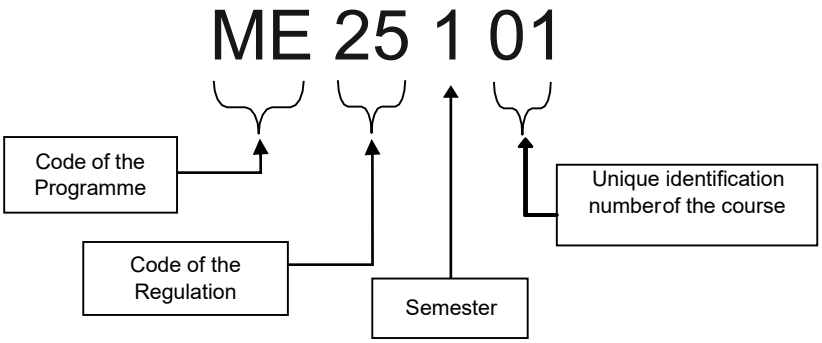
(iii). ONE credit is assigned to 'SWAYAM / NPTEL' courses for every 'FOUR WEEKS' duration.

#Credit for Laboratory Courses shall be as prescribed in the respective curriculum.

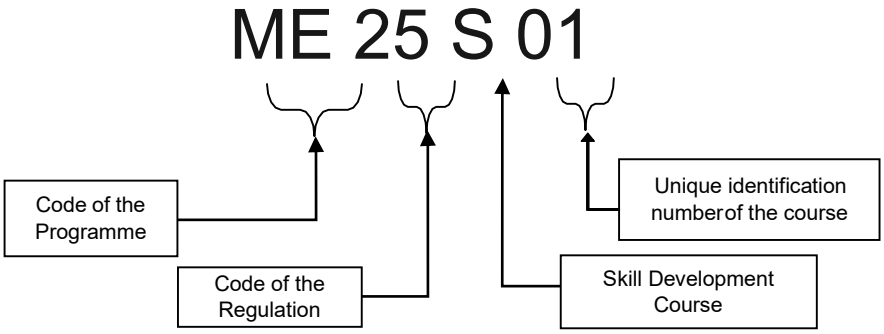
5.6. Course Code

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

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



- For Engineering Science - Programme Elective, ES (PE) category, offered by the Department, the third numeral denoting ‘Semester’ is designated as ‘0’.
- For Open Elective Courses offered by the Department, the third numeral denoting ‘Semester’ is designated as ‘9’.
- For common courses offered by the Department, the third numeral denoting ‘Semester’ is designated as ‘C’.
- For Skill Development Courses offered with respect to discipline, course codes are assigned as follows.



6. Induction Programme

The students shall undergo a mandatory ‘FIVE DAY’ induction programme comprising of lectures by eminent people, visits to various departments and ice-breaking events within department / branch immediately after getting admitted in the respective Institution.

Induction Programme shall be conducted by the respective Head of the Institution, aimed at offering the incoming students, an interface to understand and interact with

the diverse student community in the respective Institute. The objectives of this induction programme include:

- ❖ Welcoming and orienting the new students.
- ❖ Guiding the new students about life at respective Institute and its activities, college fests, etc.
- ❖ Providing academic guidance to the students.
- ❖ Enforcing the anti-ragging rule.

On the whole, the Induction Programme aims to provide the incoming students with a cordial environment to make their transition to the Higher Education system as smooth as possible.

7. Academic Calendar

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

8. Mentoring & Statutory Support for Students

8.1. Faculty Advisor

Each Department of the Institution shall operate in a system with faculty advisors, where a faculty member is assigned to look after the general welfare of a set of students, nominally 30 to 40 students. The faculty advisors offer all the necessary guidance and help in academic matters, and, if need be, in personal matters also. Students are expected to consult the Faculty Advisor on any matter relating to their academic performance and the courses they may take in various semesters. Notwithstanding the above, the following are some of the roles and responsibilities of a faculty advisor:

- ❖ Discuss what the student already knows about the University system and give the students relevant information, especially in the beginning of the student's academic programme.
- ❖ Review courses already taken and those offered in the upcoming semester.

- ❖ Serve as a guide to the students in their course selection.
- ❖ Serve as a liaison between students and course instructors on many academic matters including learning disabilities, language barriers, etc.
- ❖ Review students' academic progress at least once a semester.
- ❖ Identify cases where the students' performance is deteriorating. Discuss with the student and suggest avenues for improvement / support.
- ❖ Provide the details about scholarship, placement, co-curricular and extra-curricular activities of the students.
- ❖ Coordinate with other academic bodies, if needed.

8.2. Grievance Cell

Each Institute is mandated to constitute a 'Student Grievance Committee' under the Chairmanship of Head of the Institution. Committee shall comprise the following;

1. Head of the Institute – Chairperson
2. Faculty Representatives – Three faculty members in the cadre of Professor / Associate Professor from different departments and among them one shall be a woman faculty member.
3. Student Representatives – Two student representatives preferably from final year or third year students, and one shall be a girl student.
4. Member Secretary – A faculty member nominated by the Head of the Institution to coordinate the Cell.

Students shall approach this committee in the event of academic as well as non-academic grievances. This committee shall be constituted by the respective Head of the Institution and the tenure of the faculty representatives and member secretary shall be for a period of one academic year.

8.3. Guidance & Counselling Cell

Each Institute shall have a dedicated 'Guidance and Counselling' unit. This cell comprises of psychological counsellors, faculty representatives including the faculty advisor and student representatives. This cell shall help and offer advice in all kinds of matters. This counselling cell shall be constituted by the respective Head of the Institution.

8.4. Prevention of Sexual Harassment (POSH) Cell

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

8.5. SC / ST Cell

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

8.6. Institute Academic Affairs Committee

(i). The Institute Academic Affairs Committee (IAAC) shall function under the Chairpersonship of Head of the Institution. This mandated committee shall be constituted by Head of the Institute and its composition shall be as follows;

- ❖ Head of the Institute – Chairperson
- ❖ Faculty Representatives – All the Head of the Departments.
- ❖ Student Representatives – Two student representatives from each year and one shall be a girl student.
- ❖ Member Secretary – A faculty member in the cadre of Professor / Associate Professor to be nominated by Head of the Institutions.

(ii). The first meeting of IAAC shall be conducted within 'SEVEN' working days from the commencement of academic session. The second IAAC meeting shall be conducted after the first assessment period and third meeting shall be conducted before 'TEN' working days, from the last date of Academic session.

(iii). Major responsibilities of IAAC include;

a) Addressing difficulties experienced by students in the classroom and in the laboratories, if any.

b) Analysing the academic performance of the students after each assessment test and finding ways and means of improving the performance of the students.

c) Minutes of the Meeting shall be prepared and recorded.

d) Communication of minutes of each meeting to the faculty members, students and other stakeholders.

e) The IAAC shall ensure the highest standards of academic integrity and adopt utmost transparency.

f) Identification of areas for academic support to the students and recommend remedial measures.

g) Any Points requiring action from the University shall be brought to the notice of the Director, Academic Courses, through the respective Head of the Institution, for necessary action.

9. Class Timings

The classes are usually scheduled between 08:30 AM to 05:00 PM with necessary recesses and lunch break. Additional classes shall be scheduled in the morning and evening hours at the convenience of the Course Instructor to the students opting for Honours / Minor Programmes. Regular classes are scheduled 5-days in a week, from Monday to Friday. The course instructors may also schedule some additional classes / exams / activities with prior approval of the respective Head of the Institute.

10. Registration of Courses

10.1. Each student admitted is required to register before the commencement of each semester to undergo the courses during that semester as per the academic calendar. Registration is a very important procedural part of the academic system for ensuring that the student's name is on the roll list.

10.2. Registration of courses shall be only through the web-based system within the prescribed dates as per the Academic Calendar. The submitted registration will be considered auto approved and hence students are advised to carefully

complete the registration process. Responsibility for completion of the registration process on time, rests with the student and the student shall approach the Head of the Department / Head of the Institute concerned, for any clarifications.

10.3. A student shall not re-register for the courses which are successfully completed by the student, for any reason(s) whatsoever.

10.4. Students shall register the courses in a semester, subject to the maximum credit limit of 36 per semester, that includes courses registered for Honours / Minor Degree programmes & Shortage of Attendance.

10.5. Students shall add or drop courses using the online registration system during the period specified for this purpose in the Academic Calendar. Each add / drop request shall be processed by only the Head of the Institution concerned, considering necessary pre-requisites, and other conditions (if any) for the same. Any drop / add of courses shall be communicated to 'The Director, Centre for Academic Courses', within 10 working days from the commencement of the academic session. Under any circumstance drop / add of course in registration process shall not be entertained after 10 working days from the commencement of the academic session. The following rules shall be adhered for add / drop of course(s).

(i). Advancement of courses with prior approval of the respective Head of the Institute shall be completed by a student only before the start of every semester. These courses shall be registered by a particular student.

(ii). Dropping of a course can be done within 7 working days from the start of academic session and under any circumstances dropping of a course shall not be allowed after 7 working days.

10.6. If PE and OE courses are not successfully completed by a student, in a particular semester, student shall be permitted to opt for alternate course(s) under these categories in the subsequent semester(s).

10.7. A student can choose all the PE Courses either from one of the Streams or a combination of courses from more than one Streams in a semester. Minimum

registration of 15 students is required to offer a PE course and OE course. However, this minimum registration of students is not applicable for offering the courses under B.E. / B. Tech. (Hons) and B.E. / B. Tech. Minor Degree.

10.8. PE Courses shall be selected in the specialised groups given as Streams. Students shall choose the courses from various Streams as specified in the respective curriculum.

10.9. Students shall be permitted to register additional courses over and above the courses prescribed in the respective curriculum, under PC / PE / OE category in any programme with the prior permission of the Head of the Institution. The credits earned shall be printed in the grade sheet and shall not be considered for the computation of CGPA.

10.10. Value-Added (VA) Course(s)

(i). Students have the option of registering for Value Added (VA) Course(s) and the credits earned after successful completion of VA courses shall be featured in the Grade sheet. However, credits earned (if any) will not be considered for computation of CGPA. Students shall be allowed to take these courses offered in other Departments also, but with the permission of the Head of the Institution concerned.

(ii). Syllabus content, timetable and faculty for conduct of VA course(s) shall be placed before the Departmental Committee (DC) for making recommendations. DC shall be constituted by the Head of the Institute, consisting of,

1. Head of the Department concerned
2. A Professor / Associate Professor from parent department
3. A Professor / Associate Professor from allied department
4. Assistant Professor from the Parent Department
5. Faculty Advisor(s) of the class.

(iii). The recommendations of DC shall be sent to ‘The Director, Centre for Academic Courses’, within 30 working days from the commencement of a semester for offering VA course(s) in the subsequent academic

semester. VA Course(s) once approved by the University shall be notified in the Institute website and these courses can also be offered by other Departments of the respective Institute. Post-facto approval shall not be granted by the University, under any circumstances.

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

10.11. Off Campus (OC) Course(s)

(i). Student shall have the option of registering courses in physical / online / hybrid mode with other institutes or online platforms in a semester (except VIII semester), with prior permission from the Director, Centre for Academic Courses. The Institute concerned shall notify and obtain such proposals from the interested students, within ONE month from the commencement of a semester, ***for undergoing the OC course(s) in the subsequent semester***. Such proposals shall be processed through the above-said DC and recommendations of the DC shall be submitted to the Director, Centre for Academic Courses, by the respective Head of the Institution, 30 working days before the last working day of the semester. Repetition of courses already registered / completed shall not be permitted. Post-facto permissions shall not be entertained under any circumstances.

(ii). Students shall opt the OC Course(s) offered

a) By SWAYAM / NPTEL portal.

b) By State / Central funded Universities or Institutions, which are in the top 25 positions in the latest 'National Institutional Ranking Framework' (NIRF) ranking. NIRF ranking is based on respective stream for PE Course and based on any stream for OE Course.

c) Directly by foreign Universities within QS ranking 500 for the last three years and not through Edutech platforms.

d) By State / Central Research Laboratories or Institutions (other

than Universities & Colleges) or Companies / Firms (manufacturing, software or service) related to the programme and involved in transfer of knowledge (provided the knowledge transferring company is a spinoff from an Engineering / Technology practicing Industry) and sharing the experience of the respective industry.

(iii). Maximum number of courses that a student can undergo is 'THREE' for the above clause 10.13 (ii) a) – d). Number of courses that can be registered shall not exceed 'TWO' per semester, subject to the maximum credit limit of 36, in a semester.

(iv). Student shall also undergo OCC in the 'University abroad' under students' exchange programme through Centre for International Relations of Anna University (refer Student Exchange Guidelines). Number of courses to be undergone by a student in the 'University abroad' shall be as per the MoU & Learning agreement. Upon successful completion of the courses, the credits earned by the student shall be transferred as per the learning agreement. The Head of the Institution shall be the nodal officer for coordinating all the activities with Centre for International Relations, Anna University, in offering the OC Course(s) to the students, as per the University guidelines in force, from time to time.

(v). For each Institute, a Coordinator shall be nominated as a Single Point of Contact (SPoC) by the respective Head of the Institute, for coordinating all the activities related to the OC Course(s).

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

11. Attendance Criterion

11.1. The students are expected to attend all the classes without fail. Attendance of the student in each course is calculated from

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

11.2. The University mandates a minimum overall attendance of 80%. This overall attendance percentage is calculated by taking average of student's attendance in all the registered courses in a semester. For example, if a student has attendance of ATT1, ATT2, ATT3, ATT4, ATT5 and ATT6 in the registered Course 1, Course 2, Course 3, Course 4, Course 5 and Course 6, respectively in a semester, then overall attendance of such student's is calculated from

$$\%\ \text{of Overall Attendance} = \frac{(\text{ATT1+ ATT2+ ATT3+ ATT4+ATT5 + ATT6})}{\text{Total No. of Classes conducted for 'SIX' courses}} \times 100$$

Overall percentage of attendance in a semester for a student is calculated from,

$$\%\ \text{of Overall Attendance} = \frac{\text{Actual No. of periods attended in all registered courses (AP)}}{\text{Total No. of periods conducted in all registered courses (TP)}} \times 100$$

11.3. Marks will be awarded for student's attendance in 'EACH' course and the distribution of marks is given below;

Attendance (%)	80 – 85%	85 – 90%	90 – 95%	Above 95%
Marks	1	2	3	5

The marks earned by a student shall be included in the Continuous Assessment for each course, based on the percentage of attendance secured in a particular course as given above.

11.4. For medical reasons, if a student is not able to attend classes, 'Medical Certificate' shall be furnished to the Head of the Institute concerned, within 5 days from the date of reporting back for class work. In the event of student not able to secure 80% attendance, but has at least 70% attendance, such 'Medical Certificate' shall be considered, with the approval of the respective Head of the Institute. In this case, the overall percentage of attendance in all the registered courses in a semester is calculated from clause 11.2 of this regulation with inclusion of 'number of periods during the medical emergency (MEP)' as below;

$$\%\ \text{of Overall Attendance} = \left(\frac{\text{AP}}{\text{TP} - \text{MEP}}\right) \times 100$$

The student shall be permitted to appear in the University End Semester Examinations, if the overall attendance in each registered course is 75% and above.

11.5. Under any circumstances, medical certificate(s) submitted after the due date, as stipulated in Clause 11.4 shall not be accepted and in this case, % of attendance of the student is calculated as given in Clause 11.1.

11.6. The student shall be prevented from appearing in the end semester examination for all courses in a semester, if the overall attendance secured by a student is less than 80%. Such prevented student shall not be permitted to go to next semester. Importantly, such prevented student shall be permitted to rejoin the programme in the semester of prevention, during only in the next academic year and undergo all the courses. If the academic regulation is changed, addition / deletion of course(s) shall be prescribed by the Director, Centre for Academic Courses, and such student shall undergo additional courses, if any for completion of the programme.

11.7. The students should get prior approval from the respective Head of the Institution to attend campus recruitments, seminars, project works, internships, co-curricular and extra-curricular activities. Only upon prior approval of Head of the Institution, attendance for the above said activities shall be considered as 'ON-DUTY'. Students shall be permitted to avail only 10% of total working days in a semester. However, student participating in sports activities, representing the institution in the University / State / National / International Level, shall be permitted to avail ON-DUTY without any restriction period of 10%, only with prior approval of the Chairman, Anna University Sports Board, through the respective Head of the Institution. Additional classes shall be conducted by the Institute to the student(s) who are participating only in above said Sports activities so that such students shall attain the prescribed overall percentage attendance to appear in the University End Semester Examinations.

11.8. The list of students eligible for appearing in the end semester examination(s) and prevented from writing the end semester examination(s) shall be published

by the Controller of Examinations within THREE working days from the last working day of a particular semester.

11.9. A student, if eligible for appearing in the end semester examinations shall be allowed to withdraw the course(s) for bona fide reason(s), only with prior approval of the Head of the Institution and the same shall be intimated to the Director, Centre for Academic Courses. In case of medical emergencies alone, post-facto approval may be accorded with prior intimation received from the student or parent or guardian by the Head of the Institution. Students shall appear for the 'End Semester Examination' in the subsequent semester. The course(s) withdrawn shall not be considered as an appearance for classification of degree. For any course that may be withdrawn by the student in the final semester of the programme, supplementary examination shall be conducted within a maximum period of 30 working days from the date of publication of the results.

12. Break of Study

12.1 Students shall be permitted to avail ONE 'Break of Study' for a period of ONE year (Two consecutive semesters) in the entire four years of the programme for bona fide reasons (such as hospitalization / accident / specific illness) only. However, Break of Study shall also be granted for above-said bona fide reasons, for a period of SIX months (One semester) to the students who have already completed up to the VII semester of the programme. The student shall apply for Break of Study to the respective Head of the Institution through email / letter, which in turn shall be forwarded to the Director, Centre for Academic Courses for further action. Under any circumstances, student shall not be permitted to request for Break of Study retrospectively and also request for Break of Study will not be accepted after the generation of 'Prevention list'. Duration of the Programme, is 'as given in Clause 5.2 includes the period of above approved Break of Study.

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

13. Unauthorised Absence

If a student has not reported officially to the Institution for the entire duration of the semester, without any prior written request (hardcopy or email to official ID of the respective Head of the Institution) for 'Break of Study', Head of the Institute shall send the intimation on unauthorized absence to such Student / Parent / Guardian through email/registered post. Considering students' welfare and the natural justice, Head of the Institute shall inform such Student / Parent / Guardian a minimum of three times periodically in a semester on the unauthorised absence. If a student has not reported after three intimations, then the Head of Institution shall send the list of such student(s) to 'The Director, Centre for Academic Courses'. Upon verifying all relevant records, admission of such student(s) shall be cancelled by the University and this decision shall be communicated to competent state authority for students' admission.

14. Re-joining the Programme

After the end of approved 'Break of study' period, student shall be permitted to re-join the programme in that particular semester, for which 'Break of Study' has been granted to the student. Student(s) shall re-join the programme within TEN working days from the date of commencement of semester. Under any circumstances, the period of rejoining shall not be extended. Regulations & Curriculum in force for the specific semester, at the time of re-joining shall be applicable to such student(s). Appearance of the student (including absence) in the end semester examinations for these courses in that particular semester shall be considered as 'First Appearance'. If there is any change of Academic Regulations & Curriculum, the student shall undergo additional course(s) or get exemption from undergoing the course(s), as recommended by the committee, constituted by the Director, Centre for Academic Courses, for this purpose. Addition/exemption of course(s) if any due to change of regulations at the time of re-joining shall be prescribed to the student with in FIFTEEN

working days from the date of rejoining and the intimation shall be sent to the Head of the Institute.

15. Disciplinary Proceedings

Students faced with disciplinary action for any serious offence (For example: ragging, misbehaviour, etc.), the disciplinary committee of the Institute shall conduct a detailed inquiry within SEVEN working days from the date of cognizance of such incident(s). Disciplinary committee of the institute shall be constituted by the Head of the Institution consisting of following members;

1.	Head of the Institute	-	Chairperson
2.	Head of the Department of the student (s) concerned	-	Member 1
3.	Head of the Department from other department	-	Member 2
4.	Professor / Associate Professor from other department	-	Member 3
5.	Professor / Associate Professor (Women) from other department	-	Member 4
6.	Faculty Advisor of the respective student	-	Member 5

Head of the Institution shall in turn forward the committee report with remarks to the Director, Centre for Student Affairs. If the recommendations of the committee suspension more than one week or debarring for a semester or issuance of Transfer Certificate, then Committee report shall be placed in the Students' Grievance Redressal committee of the University and appropriate disciplinary action shall be taken against the student, if charges are proved. Representation of the students shall be considered, in all the stages of the enquiry, before imposing any penalty to the student(s).

16. Vacation

There are two vacations (winter, summer) in an academic year. Period of both vacations shall be announced in the academic calendar.

17. Teaching & Evaluation

17.1. Each course is conducted by a 'Course Instructor', who has the overall responsibility for successful conduct of class work. Responsibilities of the Course Instructor include the maintenance of attendance and assessment records for the courses handled.

17.2. Semester-wise performance assessment of the student is evaluated through continuous assessments & end semester examinations, and in some courses through continuous assessments only.

17.3. ***For 'Theory (T) Courses'***, evaluation shall be through continuous assessments and end semester examination. Each course under theory type in the respective curriculum, students' performance shall be evaluated for a maximum of 100 marks. Continuous assessment shall have the weightage of 40% & End semester examination shall have the weightage of 60%.

(i). Continuous assessments comprise of two Internal Examination (IE) and activities as prescribed in the syllabus content of the respective course. For each IE, there shall be a minimum of ONE 'activity' which include tutorials, assignments, group assignments, quizzes, etc, as prescribed in the respective course syllabus. Weightage for IE and activities is provided in Table 2. Average of marks obtained in two assessments, shall be taken as Continuous Assessment marks for a particular course.

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

Assessment – I	Assessment – II	Activities	Total
35%	35%	30%	100%

(ii). End semester examination shall be conducted for 100 marks for a duration of THREE hours. However, for theory course with ONE credit End semester examinations shall be conducted for a maximum of 50 marks, with a maximum time duration of 90 minutes. Marks secured in such ONE

credit theory course shall be subsequently converted into equivalent marks out of 100.

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

(i). Continuous assessment comprises of two IEs for theory part and a minimum of one IE for practical portion. For each IE activities such as; assignments, group assignments, quizzes, etc, shall be completed as prescribed in the respective course syllabus. The assessment of laboratory practical component will be based on turn-to-turn supervision of the student's work, performance in laboratory practical test (Mid-term). Rubrics for laboratory practical component shall be arrived in the common course committee at the beginning of the semester. Details of weightage for theory and practical component with respect to credits are presented in Table 3.

Table 3 – Weightage for Continuous Assessments in LIT Courses

S. No.	L-T-P	C	Continuous Assessments		
			Theory	Practical	Activities
1.	1-0-2	2	20%	20%	10 %
2.	1-0-4	3	10%	30%	10 %
3.	2-0-2	3	30%	10%	10 %
4.	3-0-2	4	30%	10%	10 %
5.	2-0-4	4	20%	20%	10 %
6.	3-0-3	4.5	30%	10%	10 %
7.	3-0-4	5	30%	10%	10 %

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

Table 4 – Weightage for End Semester Examinations in LIT Courses

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

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

(i). Continuous assessments will be based on turn-to-turn supervision of the student's work, submission of observation notebooks, activities as prescribed in the syllabus content of the respective course. Rubrics for each laboratory course shall be arrived by the course instructor, with approval of the Head of the Department concerned, at the beginning of the semester. Weightage for continuous assessment is given in Table 5.

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

Evaluation of Student's work, Observation, Record, etc.	Activities
75%	25%

(ii). End semester practical examination shall be conducted for laboratory courses for 100 marks and this examination shall be scheduled preferably before the commencement of theory examinations in a particular semester.

17.6. ***For 'Project Work',*** a student or a group of students (not exceeding four), shall work in a topic of interest, under a faculty, who shall be the Guide and regularly

interact (at least twice a week) with the student / group of students. The dates for reviews, submission of reports and viva-voce examination are decided by the respective department.

Evaluation of project shall be through continuous assessments (Three reviews at regular intervals), evaluation of project report and the final viva-voce examination. Project reviews shall be conducted by a committee constituted by the respective Head of the Department, comprising the Guide(s), Project Coordinator and one internal subject expert. Continuous assessment shall have a weightage of 60%.

Student(s) shall submit a project report and defend it in front of a panel of examiners to evaluate students' performance. Evaluation of Project thesis report shall have the weightage of 20% and the final viva-voce examination shall have the weightage of 20%. Break-up of marks with weightage for continuous assessment and end semester examinations is presented in Table 6. For conduct of the viva-voce examination, one internal from the respective department and one external examiner shall be nominated by the Controller of Examinations.

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

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

17.7. ***For 'Internship cum Project Work'***, a student or a group of students (not exceeding four) who are selected for the internship, shall work in a project in the industry concerned that mandatorily requires an internal guide & external guide. On receipt of the intimation letter / email regarding the internship, the Head of the Department concerned shall nominate a Guide and Co-Guide (if

required), for smooth progression of the works and the list of such students' details shall be submitted to the Head of the Institute concerned.

(i). Internal Guide is a faculty from the department of the student. An internal co-guide from other department may also be nominated by the Head of the Department concerned, based on the nature of the project work, if required.

(ii). An external guide shall be identified at the time of offering the internship to the students by the industry concerned and the external guide has to interact with the internal guide / co-guide at regular intervals for formulation, monitoring and completion of the project work. External guide shall be a review committee member for evaluating the progress of the work and performance of the student(s). Bona fide certificate for the completion of the 'Internship cum Project Work' shall be approved by both internal guide(s) and external guide.

(iii). Any confidential / Intellectual Property Rights matters related to the industry concerned, shall be discussed by the external guide from the industry, at the beginning of the internship cum project work with the student(s) and the internal guide(s), in order to arrive at the problem definition & formulation of objective(s) of the Internship cum Project Work.

(iv). For undergoing 'Internship cum Project Work' in hassle-free manner and also in the large academic interest of the students and also to maintain the quality of the project work, sufficient information and data shall be provided by the industry concerned to the student / group of students and the same shall be ensured by the internal guide(s) at the beginning and at regular intervals, for successful completion of the 'Internship cum Project Work'.

(v). Students who are undergoing 'Internship cum Project Work' in the industries located in the vicinity of the Institution (60 km from the Institute) shall attend the review in physical mode. Whereas those students who undergo 'Internship cum Project Work' in the industries

located beyond 60 km from the Institution shall be allowed to attend the review, either in physical or online mode. Importantly, the external guide shall attend the review, either through online or physical mode.

(vi). Evaluation of 'Internship cum Project Work' is as per Clause 17.6.

17.8. ***For 'Internship / Industrial Training'***, a student shall undergo 'Internship / Industrial Training' for a period as stipulated in the respective curriculum of the Programme. The industry in which the student proposes to undergo Internship / Industrial Training, shall involve in Design / Fabrication / Production / Manufacturing / Testing / Research & Development / Services, etc. in alignment with the fields related to the programme.

After completion of the Internship / Industrial Training, the student shall submit a report, describing the observations, skills acquired, usefulness, etc., along with the attendance certificate issued by the industry concerned. Evaluation shall be carried out by the committee comprising of three faculty members, and a representative from the industry concerned (preferably Unit Head) constituted by the respective Head of the Department and one among the faculty shall be nominated as the coordinator. Marks are awarded to the students based on the evaluation with the weightage of 40% for report evaluation, 30% weightage for presentation and 30% weightage for viva-voce examination (out of which 10% marks from the industry concerned), as presented in Table 7. In case of pre-occupation of the industry representative for the conduct of viva-voce examination, then the marks awarded by the representative shall be obtained through email.

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

Report	Presentation	Viva-Voce
40%	30%	30%

17.9. ***For 'Mini-Project',*** an academic activity as part of the curriculum, a student or a group of students shall undergo the practice of doing theoretical or experimental works for understanding the concepts elaborately. A review

committee shall be constituted by the respective Head of the Department, consisting of three faculty members viz. an internal expert, coordinator and respective supervisor for periodical reviews. Performance of the students is assessed by this committee only through continuous assessments, which include three reviews. Weightage is 25% each for the first two reviews and 50% for the third review as given in Table 8. Student(s) shall submit a report in the prescribed format within the deadline as specified by the Head of the Department. This committee evaluates the project report submitted by the student(s) with a weightage of 30% out of 50% and conduct viva-voce examination with a weightage of 20% out of 50%, in the third review.

Table 8 – Weightage for Assessment of Mini Project

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

17.10. A course on ***'Standards'*** is discipline-specific, offered in order to equip the students with essential knowledge on standards with respect to their discipline of study. Performance of the students shall be evaluated only through continuous assessments with minimum of 'TWO' tests. Out of two tests, one test shall be conducted at the mid-term of the semester and second test shall be conducted at the end of the semester. These two tests shall carry equal weightages. End Semester Examinations shall not be conducted for this course.

17.11. Courses on '**Life Skills I and Life Skills II'** are offered under HUM category, in order to train the students towards emotional intelligence, resilience, stress management, communication skills etc., Students' performance shall be evaluated only through continuous assessment. Two IEs shall be conducted; first IE shall be conducted at the mid-term of the semester and second IE shall be conducted at the end of the semester. Students shall undergo the activities as prescribed in the syllabus content of the course. Weightage for IEs and activities is given in Table 9. Average marks obtained in two assessments that

include both IEs and activities shall be taken as continuous assessment marks for Life Skills.

Table 9 – Weightage for Continuous Assessment for Life Skills

IEs	Activities
60%	40%

End Semester Examinations shall not be conducted for these Life Skill courses.

17.12. Courses on ***'Physical Education – I'*** *and* ***'Physical Education – II'***, are offered under HUM category, in order to inculcate the sportsmanship and improve students' overall fitness of the students for active lifestyles. Students' performance shall be evaluated only through continuous assessment. Two IEs shall be conducted; first IE shall be conducted at the mid-term of the semester and second IE shall be conducted at the end of the semester. Students shall undergo the activities as prescribed in the syllabus content of the course. Weightage for IEs and activities is given in Table 10. Average marks obtained in two assessments that include both IEs and activities shall be taken as continuous assessment marks for Physical Education.

Table 10 – Weightage for Continuous Assessment for Physical Education

IEs	Activities
60%	40%

End Semester Examinations shall not be conducted for these Physical Education courses.

17.13. One of the four activities, ***'National Cadet Corps (NCC) / National Sports Organization (NSO) / National Service Scheme (NSS) / Youth Red Cross (YRC)'***, is a mandatory requirement during the first year of the programme.

(i). The choice shall be solely based on the decision of the student at the time of admission and no change shall be permitted at a later stage.

These activities are normally conducted during off-working hours and weekends and are designed to build character and to sensitize the students to social / national development. Camp for each activity shall be conducted during vacation period. Training period and camp duration shall be decided by the respective unit, from time to time. These activities shall not carry any credits.

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

17.14. Industry Oriented Course (IOC)

(i). There shall be 'TWO' Industry Oriented Course (IOC) to be successfully completed by student, as prescribed in the respective curriculum. Students shall also be permitted to register for these courses offered by other departments, provided the student has fulfilled the necessary pre-requisites of the course being offered.

(ii). Proposal for conduct of IOC shall be submitted by the respective department to the Head of the Institution during the commencement of each semester for conducting IOC(s) in the subsequent semester, as per the curriculum.

(iii). Course content of IOC shall be framed by the identified industrial expert in consultation with the department concerned. A faculty member shall be nominated as coordinator by the respective Department. Content shall be of trans / multidisciplinary in nature, with practical applications such as case studies, standards, certifications, etc.

(iv). The proposal shall contain a brief introduction about the expert, title of the course, lesson plan for 15 hours, tentative schedule of the classes and pre-requisite(s), if any, for the students to undergo the IOC.

(v). The received proposals shall be placed before the IAAC by the Head of the Department and with recommendations of IAAC, proposal(s) shall be forwarded, within 15 days before the last working day of the ongoing semester to the Director, Centre for Academic Courses for further action. List of approved IOCs shall be widely published among the students through the website and other official media of the Institution, before the last examination date of the ongoing semester. Approved IOCs shall be offered in the subsequent semester.

(vi). Classes shall be conducted by the industry expert through physical / hybrid mode and slot for these courses shall be allotted depending on the availability of the expert in regular timetable, before or after the working hours. However, time slots on Saturdays may also be judiciously decided by the respective Head of the Institution, depending on the convenience of the students and expert. For all sessions, the coordinator shall attend the classes along with the students. Attendance register for IOC shall be maintained by the Coordinator.

(vii). Size of the batch shall be preferably below 75 for both physical and hybrid mode.

(viii). Classes for IOC shall be held in the Institute premises and the practical classes or case studies / project, if any shall be conducted at the Institute / Industry, which shall be decided by the Industry Expert in consultation with the Coordinator.

(ix). Performance of the students shall be evaluated only through continuous assessments, with ‘TWO’ IEs viz. First IE in mid-term of the course and second IE at the end of the course. These IEs have equal weightage. Mode of assessment can be Quiz, Multiple Choice Questions, Descriptive type, Assignments, Projects, etc., and it is at

the discretion of Industrial Expert and Coordinator. End Semester Examinations shall not be conducted for IOC course.

(x). Students shall also be permitted to attend the IOCs as 'Value Added Courses' over and above the two mandatory IOCs. The result(s) of such VACs shall be printed in the Grade sheet and the credit acquired shall not be considered for computation of CGPA.

(xi). At the end of each IOC, students' feedback shall be obtained and reviewed by the respective Head of the Department, for further refinement of the course.

17.15. Self-Learning Course (SLC)

(i). Students shall undergo 'ONE' SLC in the entire programme as prescribed in the respective curriculum of UG Programmes. This course shall not be a part of any other course prescribed in the respective UG curriculum, but should be relevant to engineering and technology.

(ii). Students shall opt for the courses offered by SWAYAM / NPTEL as well as State / Central funded Institutions **OR** Research Laboratories, which are in the top 25 positions in the latest NIRF ranking **OR** Foreign Universities within QS 500 rankings **OR** list of EduTech firms approved by the University, from time to time. The learning platform should have a clear process of awarding grades / marks to the students.

(iii). Students shall submit a request with a maximum of three interested SLCs to the Head of the Department concerned along with the details of course contents, Name & Affiliation of the instructor, Mode of evaluation, etc., at least 'ONE MONTH' before the end of the ongoing semester, for undergoing SLC in the subsequent semester. List of proposed SLC shall be placed in the IAAC for consideration. The recommended proposals shall be forwarded to the Director, Centre for Academic Courses, for approval.

(iv). In case the SLC undergone by the student fetches more than one credit, only one credit shall be taken for computation of CGPA, upon successful completion of the course.

17.16. Courses offered under ***'Skill Development (SD)'*** category (**except Capstone Design Project and IOC**) shall be evaluated as follows.

(i). For courses under Laboratory type, the evaluation shall be as prescribed in the Clause 17.5.

(ii). For courses under Laboratory Integrated Theory type, evaluation shall be through continuous assessments and end semester practical examination.

(iii). Continuous assessments comprise of two IEs, practical and activities as prescribed in the syllabus content of the course. For each IE, there shall be a minimum of ONE 'activity'.

(iii). End semester practical examination for SD courses with L-T-P as 1-0-2 shall be conducted for maximum of 100 marks and duration of this practical examination shall be 'THREE' hours. This practical examination shall be scheduled preferably before the commencement of theory examinations in a particular semester.

(iv). Continuous assessments have the weightage of 75% & End semester examination has weightage of 25% as provided in the Table 11.

Table 11 – Weightage for Continuous Assessment & End-Semester Examination for SD (except Capstone Design Project and IOC)

Course Category	Course Type	Continuous Assessments (75%)		End Semester Practical Examination
		IE	Activity	
SD	LIT	25%	50%	25%

17.17. In summary, the weightage for Continuous Assessments & End Semester Examination for various category of courses is given in 'Table 12' as follows.

Table 12 – Summary of Weightages for Continuous Assessments & End Semester Examination for various category of courses

S. No.	Type	Continuous Assessments	End-Semester Examinations
1.	Theory	40%	60%
2.	Laboratory Integrated Theory	50%	50%
3.	Laboratory	60%	40%
4.	Project Work / Internship cum Project Work	60%	40%
5.	Internship / Industrial Training	100%	---
6.	Mini-Project	100%	---
	Type / Category		
7.	Laboratory / SD	60%	40%
8.	Laboratory Integrated Theory / SD (other than Capstone Design Project & IOC)	75%	25%
9.	Laboratory Integrated Theory / SD (IOC only)	100%	---
10.	Laboratory Integrated Theory / SD (Capstone Design Project only)	60%	40%
	Category		
11.	HUM (only for Life Skills, Physical Education, Standards & Foreign Language)	100%	---

17.18. Passing Criteria in a Course

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

(i). ***For Theory, Laboratory Integrated Theory & Laboratory course***, student shall secure a minimum 45% of marks in the end semester examination and also obtain a minimum 50% marks in total, combining both Continuous assessments and End semester examination.

(ii). ***For Project Work / Internship cum Project Work***, student shall secure a minimum 45% of marks in the end semester examination

(Project report evaluation & Viva-Voce examination) and also obtain a minimum 50% marks in total combining both 'Continuous assessments and End semester examination (Project report evaluation & Viva-Voce examination)'.

(iii). ***For Internship / Industrial Training***, student shall secure a minimum 50% of marks in the continuous assessments.

(iv). ***For Mini Project***, student shall secure a minimum 50% of marks in the continuous assessments through three reviews, as given in Clause 17.9.

(v). ***For 'Industry Oriented Courses' under SD Category***, student shall secure a minimum 50% of marks in continuous assessments.

(vi). ***For LIT type courses under SD Category (other than Capstone Design Project & IOC),*** student shall secure a minimum 45% of marks in the end semester practical examination and also obtain a minimum 50% of marks in total, combining both Continuous assessments and End semester practical examination.

(vii). ***For courses on 'Life Skills, Physical Education, Standards & Foreign Language' under HUM category***, student shall secure a minimum 50% of marks in continuous assessments.

(viii). ***For Courses on 'Heritage'***, a student shall secure a minimum 45% of marks in the end semester examination and also obtain a minimum 50% marks in total, combining both Continuous assessments and End semester examination.

(ix). ***For 'Self-Learning Course'***, student shall secure a minimum 50% of marks as per the evaluation processes, prescribed by Institute / Firm / Company offering the SLC. However, in the case of courses offered by NPTEL / SWAYAM, the student shall secure a minimum 40% of marks. Published result of the SLC obtained from the source of learning shall be submitted by student concerned to the respective Head of Department through Head of the Institution, after completion of the course. Marks obtained by a student in the SLC shall be

converted to an equivalent grade, adopting the procedure as prescribed in Clause 20.2 of this regulation.

In the case, grade point is awarded to SLC and in such case, an equivalent new grade shall be arrived by converting the grade points secured by the student on 10-point scale and a new equivalent grade shall be awarded as per Clause 20.1 of the regulations. If the decimal of grade point is equal or greater than to 0.50, then the grade point shall be rounded-off to next **higher** integer. If the decimal of grade point is less than to 0.50, the grade point shall be rounded-off to integer of grade point. For example 1, if a student secures a grade point of 3.4 on 4-point scale, then the grade point on 10-point scale shall be 8.50 and rounded-off to 9. Hence, the new equivalent grade for grade point '9' is 'A' as per Clause 20.1 of the regulations. For example 2, grade point secured by a student is 3.6 out of 7-point, then the grade point on 10-point scale shall be 5.14 and rounded-off to 5. Hence, the new equivalent grade is for grade point '5' is 'C'.

(x). ***For 'Off Campus Courses'***, student shall submit the result of these courses to the Head of the Institution, after successful completion of the course(s), within a week's time from the date of publication of the results. Marks obtained by a student in the course(s) shall be converted to equivalent Grade, adopting the procedure as prescribed in Clause 20.2 of this regulation. In the case where grade point is awarded to Off Campus Courses, a new equivalent grade shall be awarded as described in Clause (ix).

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

17.19. Publication of Results and Revaluation

(i). Publication of examination results shall be within TWENTY working days from the date of completion of regular end semester examinations of a particular programme.

(ii). After publication of end semester examination results, student shall apply for revaluation of the answer script(s), as per the guidelines prescribed by the Controller of Examinations from time-to-time.

(iii). Student shall not be permitted to apply for revaluation of the answer script(s) for the course(s) in which the students' performance is evaluated only based continuous assessment.

(iv). Student shall not be permitted to apply for revaluation of the answer script(s) for the course(s) offered under SD category.

(v). The COE will arrange for the revaluation and the results of revaluation shall be published within 15 days from the last date for submission of application for revaluation answer script, as notified by the Controller of Examinations.

17.20. NOT SATISFYING 'PASSING' CRITERIA

A student who has not satisfied the passing conditions in,

(i). ***Theory, Laboratory Integrated Theory, & Laboratory courses***, student has to reappear in the 'End Semester Examination' in the subsequent semester(s). In such case, the continuous assessment marks obtained in the first appearance shall be retained and considered valid for all subsequent attempts till the student secures a pass. However, from the third attempt onwards if a student fails to obtain pass marks (Continuous Assessments + End Semester Examination) as per clause 17.18, then the student shall be declared to have passed the examination if the student secures a minimum 50% of total marks in the end semester examinations alone.

(ii). ***Project Work or Internship cum Project Work or Internship / Industrial Training or Mini Project***, a supplementary viva-voce

examination shall be conducted within a minimum period of 30 days from the date of publication of results. If the student is not able to successfully complete the course in the supplementary examination, then the student has to repeat the course in the ensuing semester.

(iii). ***Industry Oriented Courses under SD category***, re-examination shall be conducted within a minimum period of 10 days from the date of publication of results. If a student does not successfully complete the IOC in the re-examination, registration of the particular IOC shall stand cancelled. Student shall register for the same IOC / any other IOC, in the ensuing semester.

(iv). ***Self-Learning Course***, student shall register for the same course or one from other two courses opted by the student in the same semester itself within one week from the date of declaration of result, with prior intimation to the respective Head of the Institution. If the student is still unable to successfully complete any one of the SLCs within the semester, the student shall opt for the same courses in the subsequent semester or submit a list of alternative three SLCs again and obtain the approval Centre for Academic Courses adhering to Clause 17.15 (iii) of this regulation.

(v). ***Course on Standards, Life Skills, Physical Education & Foreign Language***, special session shall be arranged to the student(s) in the ensuing semester by the respective Head of the Institution, during the free slots or before or after the working hours, in the working days. If the student is still not able to successfully complete the course, then the student shall repeat the course, when it is offered in the subsequent semester(s).

18. Honours Degree

18.1 Students always have a passion or fascination for a particular field or a line of thinking or study and Honours Degree option enables the student to nurture this interest. Students shall obtain Honours degree by successful completion of

additional courses in the 'FIRST APPEARANCE' itself. These additional courses are over and above the courses prescribed in the respective curriculum from 'FIFTH' semester onwards. Additional courses shall be either a 'CAPSTONE DESIGN PROJECT' or 'SIX ELECTIVE COURSES'.

(i). Students shall earn '**EIGHTEEN**' credits and split up of credits shall be given in the respective curriculum.

(ii). Eligibility for any student admitted under Clause 4.1 of this regulation to opt for the Honours degree is that, the student should earn a minimum CGPA of 7.0 in 'THIRD' and 'FOURTH' semesters together and also students should not have any history of arrears from first semester.

(iii). Eligibility for any student admitted under Clause 4.2 & Clause 4.3 of this regulation to opt for the Honours degree is that, the student should earn a minimum CGPA of 7.0 in 'THIRD' and 'FOURTH' semesters together without any backlog arrears in Third and Fourth semesters.

18.2 Capstone Design Project for 'HONOURS' Degree

(i). Capstone Design project provides an opportunity to work in a team to design and develop a product, focusing to evolve solutions for real-time problems, starting from Problem definition, Specification formulation within given constraints, Review of design process and design ideation, Human factors, Market research, Product and patent research, fabrication considerations, Safety and risk assessment, Liability and ethics, Environmental and sustainability considerations, Proof-of-concept methods, Codes and Standards, etc. and finally to test prototype(s).

(ii). A group comprising of 4 to 6 students, spread over minimum of two departments and maximum of three departments, shall opt for Capstone Design Project in 'THREE PHASES' from V to VII semester, in addition to the courses as prescribed in the curriculum. It is mandatory that students from at least TWO departments shall be a part of the project group and the number of students from each department shall be at least TWO.

(iii). A Mentor shall be identified by the students from any one of the participating Department. Head of the Department of the Mentor's Department with approval of the Head of the Institution, shall constitute a Project Review Committee (PRC) consisting of Mentor, one faculty – from the department of the students (other than the Mentor's Department) in the group and one expert from industry in the relevant field. Student shall also identify Co-Mentor(s) from the participating department(s).

(iv). During the Capstone Design Project, the student groups are encouraged to participate in events such as Hackathon, Industrial Expo to showcase and pitch their inventions.

(v). Evaluation of Capstone Design Project is by continuous assessment (Three periodical reviews) in each semester by the PRC and Viva-voce examination at the end of each semester. Viva-Voce examination shall be conducted with panel of Internal examiners (PRC) and ONE external examiner. Weightage for Continuous assessment is 60% and for project report evaluation along with Viva-voce examination is 40%.

(vi). Every student in the group shall secure a minimum 45% of marks in Project report evaluation & viva-voce examination and also obtain a 50% of total marks in the Continuous assessments + (Project report evaluation & viva-voce examination) for getting 'PASS' in the particular phase of Capstone Design Project. Upon successful completion of the particular phase, the students shall be allowed to proceed to the next phase. In case, if any student in the group is not able to secure 'PASS' as prescribed above, the student shall discontinue from the Capstone Design Project and shall not associate with the Capstone Design Project furthermore.

(vii). After earning '**EIGHTEEN**' credits through the successful completion of the Capstone Design Project (CDP), 'HONOURS' shall be conferred along with 'Certificate of Appreciation' to the students, who secure 8.50 or higher CGPA, without any history of arrears. If the student in the group, after successful completion of Capstone Design Project secures less

than 8.50 CGPA, 'HONOURS' degree shall not be conferred. However, the result of Capstone Design Project shall feature in the Grade sheet and a 'Certificate of Appreciation' shall be issued to those students.

18.3 Six Elective Courses for 'HONOURS' Degree

(i). Students shall opt for 'Honours' Degree by undergoing 'SIX' additional elective courses from the Honours vertical as listed from V to VII semester as listed in the respective curriculum. The student shall earn '**EIGHTEEN**' additional credits through the course works, which are related to the major discipline of study. Evaluation and 'PASS' requirement of these courses is as per Clauses 17.3, 17.4 and 17.18 for Theory & Laboratory Integrated Theory courses respectively.

(ii). On successful completion of six elective courses, 'HONOURS' shall be conferred to the students, who secure a CGPA of 8.50 or higher, without any history of arrears. If the student after successful completion of 'SIX' courses secures less than 8.50 CGPA, 'HONOURS' degree shall not be conferred.

(iii). If the student decides to opt out of Honours Degree, after successful completion of certain number of course work(s), these course(s) shall be treated as equivalent to PE Course(s). In such case, the student shall be permitted to drop the equal number of PE Course(s).

(iv). If the student successfully completes more number of PE Course(s), over and above the mandatory PE course(s) as prescribed in the curriculum, the courses with higher grades shall be considered for the calculation of CGPA. Remaining courses shall be only printed on the grade sheet and grade obtained in these courses shall not be considered for computation of CGPA.

19. Minor Degree

19.1. Students always have a passion to acquire knowledge apart from the discipline of the programme, making students more versatile. Students shall be awarded with minor degree upon successful completion of additional courses over and

above the courses as prescribed in the respective curriculum from 'FIFTH' semester onwards.

19.2. Students shall earn 'EIGHTEEN' credits and split up of credits shall be prescribed in the respective curriculum.

19.3. Eligibility for any student admitted under Clause 4.1 of this regulation to opt for the Minor degree is that, the student should earn a minimum CGPA of 7.0 in 'THIRD' and 'FOURTH' semesters together and also students should not have any history of arrears from first semester.

19.4. Eligibility for any student admitted under Clause 4.2 & Clause 4.3 of this regulation to opt for the Minor degree is that, the student should earn a minimum CGPA of 7.0 in 'THIRD' and 'FOURTH' semesters together without any backlog arrears in Third and Fourth semesters.

19.5 A student shall register for a 'Minor' degree, from the V semester by registering basket of courses as prescribed in the curriculum of the UG Programme offered by the department other than the parent department of the student. Evaluation and 'PASS' requirement of these courses is as per Clauses 17.3, 17.4 and 17.18 for Theory & Laboratory Integrated Theory courses respectively.

19.6 In order to get a Minor Degree, a student shall successfully complete the basket of courses as prescribed in the curriculum of the Department offering the Minor Degree and earn 'EIGHTEEN' additional credits. Grades obtained in the basket of courses shall also be considered for computation of CGPA, along with the courses in the curriculum for the programme (mainstream).

19.7 If the student decides to opt out of Minor Degree, after successful completion of certain number of course(s), these course(s) can be treated as equivalent to OE Course. In such case, the student shall be permitted to drop the equal number of OE course.

19.8 If the student successfully completes more number of OE Course over and above the courses prescribed in the curriculum, the courses with higher grades shall be considered for the computation of CGPA. Remaining courses shall be only printed on the grade sheet and grade obtained in these courses shall not be considered for computation of CGPA.

19.9 Minor Degree shall be reflected in the degree certificate as "B. E., / B. Tech., in XYZ Engineering with Minor in ABC", where 'XYZ' is the Major Discipline of study and 'ABC' is the Discipline in which Minor Degree is offered.

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

20. Grading of Courses

20.1 The grades and corresponding grade points are given in Table 13.

Table 13 – Grading of Courses

Grade	Description	Grade Points
S	**Outstanding** performance with respect to course learning objectives; exhibits original and creative thinking, and demonstrates the ability to analyze critically and synthesize information	10
A+	**Excellent** performance with respect to course learning objectives and creative thinking	9
A	**Very Good** achievement with respect to course learning objectives	8
B+	**Good** achievement with respect to course learning objectives	7
B	**Above Average** achievement with respect to course learning objectives	6.5
C+	**Average** achievement with respect to course learning objectives	6
C	**Satisfactory** achievement	5
U	**Re-appearance**	0
SA	**Shortage of Attendance**	0
WC	**Withdrawal of Course**	0

20.2 (i) Absolute grading system shall be followed for all category of courses. Range of marks for corresponding grades is presented in Table 14.

Table 14 – Range of Marks for Grades

S	A+	A	B+	B	C+	C	U
91 – 100	81– 90	71– 80	66 – 70	61 – 65	56 – 60	50 – 55	< 50

For courses categorised under OC, SL & VA, absolute grading system shall be followed as given in 'Table 14' and for NPTEL / SWAYAM courses alone, the corresponding range of marks for each grade is presented in Table 15.

Table 15 – Range of Marks for grading of NPTEL courses

S	A+	A	B+	B	C+	C	U
91 – 100	81 – 90	71-80	61 – 70	51 – 60	46-50	40 – 45	< 40

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

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

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

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

21.3 At the end of each semester, the student is given with a semester wise grade sheet. This is a consolidated list of courses registered and grades obtained in that particular semester along with the appropriate GPA calculation.

21.4 The CGPA indicates the overall academic performance of a student and is computed to two decimal places in the same manner as the GPA, except that all the courses registered up to and including the latest completed semester. Grades obtained after successful completion of additional courses, that are not mandatory for minimum requirement for award of degree, shall not be considered for computation of CGPA. However, results of these courses will be printed only in the grade sheet.

21.5 For the students who have successfully completed the requirements of Honours Degree, grades obtained in the additional courses / Capstone Design Project shall be taken into account for the computation of CGPA.

21.6 For the students who have successfully completed the requirements of Minor Degree, grades obtained in these additional courses shall be taken into account for the computation of CGPA.

21.7 If the student is absent for the registered course in the End Semester Examination(s) or Viva-Voce Examinations or absent for the assessments in case of courses evaluated only through continuous assessments, this absence shall be considered as an appearance for the purpose of classification of degree.

21.8 If a student opts to drop PE Courses(s) as per the Clause 10.6, this appearance in the particular PE Course shall be considered as an appearance for the purpose of classification of degree.

21.9 After successful completion of the courses as required for the award of degree, as per the curriculum, a consolidated grade sheet shall be printed and issued to all the students through respective Head of the Institute.

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

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

22. Award of Degree

22.1 A student is deemed to have completed the requirements for the award of degree, if the student has:

- ❖ Successfully completed all courses as per the respective curriculum of the discipline satisfying the minimum credit requirement and other academic requirements for the programme.
- ❖ No pending disciplinary action against him / her.

22.2 The award of Degree shall be approved by the ‘Syndicate’.

22.3 A student, who fulfils the following criteria shall be shall be declared to have successfully completed the degree programme with ‘**Honours**’ and classified

under **'First Class with Distinction'**.

(i) Should have passed the examination of all the courses prescribed in curriculum of the respective programme in the 'FIRST APPEARANCE' itself, within the prescribed duration as per Clauses 5.2 (i), 5.2 (ii), and 5.2 (iii) of this regulations.

(ii) Should have passed all additional courses prescribed in curriculum of the respective programme, adhering to Clause 18 in the 'FIRST APPEARANCE' itself, within the prescribed duration as per Clauses 5.2 (i), 5.2 (ii), and 5.2 (iii) of this regulations.

(iii) Should have secured a CGPA of at least 8.50.

(iv) Should not have been prevented from appearing for any end semester examination(s), for the courses prescribed in the curriculum.

22.4 A student who fulfils the following criteria shall be declared to have successfully completed the degree programme as **'First class with Distinction'**

(i). Should have passed the examination of all the courses prescribed in curriculum of the respective programme in the 'FIRST APPEARANCE' itself, within the prescribed duration as per Clauses 5.2 (i), 5.2 (ii), and 5.2 (iii) of this regulations.

(ii). Should have secured a CGPA of at least 8.50.

(iii). Should not have been prevented from appearing for any end semester examination.

(iv). Should have opted for Honours, not fulfilled the criteria for conferring Honours degree as per Clause 22.3 (iii) upon successful completion of additional courses under Honours vertical in the first appearance itself, but fulfilled the criteria prescribed in Clause 22.4 (i), Clause 22.4 (ii) and Clause 22.4 (iii) of this regulation.

(v). Should have opted for Minor degree and secured CGPA of 8.5 without inclusion of additional SIX courses under MINOR vertical for computation of CGPA, but successfully completed all these SIX additional courses in the first appearance itself. In addition, student

should fulfil the criteria prescribed in Clause 22.4 (i), Clause 22.4 (ii) and Clause 22.4 (iii) of this regulation.

22.5 A student who fulfils the following criteria shall be declared to have successfully completed the degree programme as **'First Class'**

(i). Should have passed the examination of all the courses within the prescribed duration as per Clauses 5.2 (i), 5.2 (ii), and 5.2 (iii) of the regulations.

(ii). Should have secured a CGPA of at least 6.50.

(iii). Should not have been prevented from appearing for end semester examination.

22.6 A student who fulfils the following criteria shall be declared to have successfully completed the degree programme as **'Second Class'**

(A) (i) Should have passed the examination of all the courses within the prescribed duration as per Clauses 5.2 (i), 5.2 (ii), and 5.2 (iii) of the regulations.

(ii) Has secured a CGPA below 6.50.

(OR)

(B) Should have passed the examination of all the courses within the prescribed duration as per Clauses 5.2 (iv) and 5.2 (v) of the regulations.

22.7 A student who fulfils the criteria as prescribed in 'Minor Degree' as per Clause 19, shall be declared to have successfully completed the degree programme with '**Minor**' and shall be classified appropriately as per Clause 22.4 or Clause 22.5 or Clause 22.6.

23. Academic Audit

The Controller of Examinations shall initiate the academic audit process once in every semester, by inviting external expert(s) approved by the competent authority. The Controller of Examinations shall make the arrangements for the conduct of Academic Audit.

Academic audit shall cover (not limited to),

23.1 Course delivery and adherence to the course plan, syllabus coverage, quality of question papers used for continuous assessments, end semester examinations, practical assignments, mini projects and conduct of practical classes and the evaluation.

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

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

23.4 The quality criteria prescribed by statutory bodies.

23.5 Academic documents of UG programmes for a particular batch of students shall be kept for a period of 'THREE' years after the end of programme duration.

23.6 Academic audit report and subsequent action taken in every academic year shall be placed in Academic Council meeting for continuous improvement towards the academic excellence.

24. Revision

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

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