



Dhirajlal Gandhi College of Technology

**Department Advisory Board
Meeting
(DAB)**

(2019-2020)



DHIRAJLAL GANDHI COLLEGE of Technology

Department of Mechanical Engineering

CIRCULAR

DGCT/Mech/01/2019-2020

Date: 30/05/2019

This is to bring your notice department Advisory board (DAB) meeting is proposed to be conducted on 05/06/2019 at 11.30 am in department seminar hall.

DAB members are:

S. No	Name	Designation	Name of the college/ Industry
1	Dr.A.Selvaraj	Prof. & Head/ Mech	DGCT
2	Dr.P.Senthilkumar	Asso.Prof./Mech	DGCT
3	Dr.P.Parandaman	Asso.Prof./Mech	DGCT
4	Mr.N.Panneerselvam	Asst.Prof./Mech	DGCT
5	Mr.S.Krishnan	Asst.Prof./Mech	DGCT
6	Mr.K.RameshKumar	Asso.Prof/ Energy Science	Periyar University, Salem
7	Dr.M.Saimurugan	Asso.Prof/ Mech	Amirta School of Engineering, Coimbatore
8	Dr.Guru Selvaraj	DGM -HR&IR	Flow Link Systems Private Ltd, Coimbatore
9	Mr.T.Danushkumar	Assistant Manager	VBL Institute of Technical campus, Salem
10	Mr.K.Parivallal	CEO	DMW CNC Centre, Erode.

Agenda

Suggestions to conduct conferences, workshops, research activities

Suggestions for value added programs based on industrial needs

Suggestion to use open software for mechanical engineering

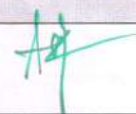
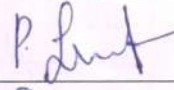
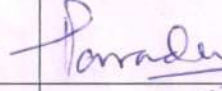
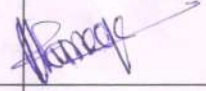
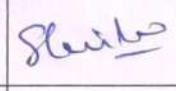
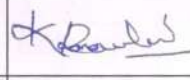
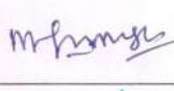

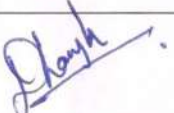
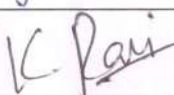
Suggestions for faculty development programme


30/5/19
Program coordinator


Principal

Minutes of DAB meeting held on 05/06/2019

- Value added programs like CNC Programming, CREO, Refrigeration and Air conditioning are to be conducted to equip the students for the fulfillment of industrial needs.
- Elective papers like Welding Technology, Unconventional Machining process, Intellectual property are to be chosen to cover advanced areas in mechanical engineering
- Industry interactions are to be made through seminars, webinars, faculty training in industrial environments etc.
- Industry needs are discussed with faculty to develop student activities.

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3	Dr.P.Parandaman	Asso.Prof./Mech	DGCT	
4	Mr.N.Panneerselvam	Asst.Prof./Mech	DGCT	
5	Mr.S.Krishnan	Asst.Prof./Mech	DGCT	
6	Mr.K.RameshKumar	Asso.Prof/ Energy Science	Periyar University,Salem	
7	Dr.M.Saimurugan	Asso.Prof/ Mech	Amirta School of Engineering, Coimbatore	
8	Dr.Guru Selvaraj	DGM -HR&IR	Flow Link Systems Private Ltd, Coimbatore	
9	Mr.T.Danushkumar	Assistant Manager	VBL Institute of Technical campus, Salem	
10	Mr.K.Parivallal	CEO	DMW CNC Centre, Erode.	


Program coordinator


Principal



DHIRAJLAL GANDHI COLLEGE of Technology
Department of Electronics and Communication

Engineering

CIRCULAR

DGCT/ECE/01/ 2019-2020

Date: **19.12.2019**

This is to bring your notice **Department Advisory Board (DAB)** meeting is proposed to be conducted on **21.12.2019** at **10 am** in Department Library

DAB members are:

S. No	Name	Designation	Name of the college/ Industry
1	Dr.M.SUMATHI	Dean Academics	DGCT
2	Dr.S.VENKATESH	HoD	DGCT
3	Mr.B.PRASAD	Assistant Professor	DGCT
4	Mr.S.BOOPATHY	Assistant Professor	DGCT
5	Ms. V.VANATHE	Assistant Professor	DGCT
6	Dr.M.ARIVAMUDHAN	Associate Professor	GCE, Dharmapuri
7	Dr.P.KUMAR	Professor	K.S.Rangasamy College Of Technology
8	Mr.A.MANIMARAN	Director	VI Solutions
9	Mr.K.P.HARSHA PRASANNA	CEO	Dilogy Solutions Llp
10	Mr.T.N.RAJVIGNESH	Chief Technical Officer	Salieabs Electronics Engineers Limited

Agenda

- Review of action taken report
- Effective use of Online Resources
- Elective papers
- Research Activities



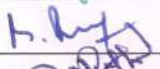
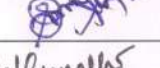
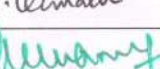
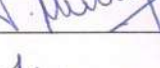
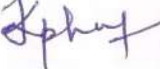

PROGRAM COORDINATOR


PRINCIPAL

Minutes of meeting

21.12.2019

The **Department Advisory Board (DAB)** meeting was conducted on **21.12.2019** at **10.00 a.m.** in Department Library for the purpose of research activates, Online Resources of the Department of Electronics and Communication Engineering program

S. No	Name	Designation	Name of the college/ Industry	Signature
1	Dr.M.SUMATHI	Dean Academics	DGCT	
2	Dr.S.VENKATESH	HoD	DGCT	
3	Mr.B.PRASAD	Assistant Professor	DGCT	
4	Mr.S.BOOPATHY	Assistant Professor	DGCT	
5	Ms. V.VANATHE	Assistant Professor	DGCT	
6	Dr.M.ARIVAMUDHAN	Associate Professor	GCE, Dharmapuri	
7	Dr.P.KUMAR	Professor	K.S.Rangasamy College Of Technology	
8	Mr.A.MANIMARAN	Director	VI Solutions	
9	Mr.K.P.HARSHA PRASANNA	CEO	Dilogy Solutions LLP	
10	Mr.T.N.RAJVIGNESH	Chief Technical Officer	Salieabs Electronics Engineers Limited	


PROGRAM COORDINATOR


PRINCIPAL

Department Advisory Board (DAB)

Minutes of meeting

21.12.2019

Review of action taken report

The Action taken Report was reviewed and discussed; suggestions have been made by the members.

- New teaching methods
- Alumni Association
- Industrial Interaction

Effective use of Online Resources

- Members suggested using the online resources Such as Google Classroom, Google Meet, and Zoom Video App effectively to clear various doubts of students instantly, to maintain the subject materials at one place and more

Suggestions for opting elective papers

- Choice of Various Elective papers must be fulfill the current needs and it should reflect on their research and project works.
- Selecting of Elective papers should be done properly

Suggestions for Research Activities

- Members suggest to concentrate on Research areas where we can get the funding facility and we have to establish R&D block with good infrastructure.
- In order to inculcate research culture among the students and teachers, members suggested increasing participation in the e-Yantra contest, Hackathon Contest and other competitions.

Appreciation on Various activities

- Members appreciated
 - the efforts of students in Curricular and Co-curricular activities,
 - for the approval of Rs.16,49,000, MODROB for Modernization of Advance Communication Laboratory - Coordinator Dr.S.Venkatesh, Professor /Head of ECE.
 - implementation of various Skill development programmes.


HoD



DHIRAJLAL GANDHI COLLEGE OF TECHNOLOGY, SALEM

(Approved by AICTE and Affiliated to Anna University, Chennai)

Department of Electrical and Electronics Engineering

Date: 09.04.2019

CIRCULAR

Ref: DGCT/NBA/EEE/EVEN/08/2018-2019

This is to bring to your notice **Department Advisory Board (DAB)** meeting is proposed to be conducted on **12.04.2019 at 11.30 a.m.** in Department Library.

The DAB members are:

S.No.	Name	Designation	Name of College / Industry
1.	Dr.S.Senthilkumar	Assistant Professor (Senior Grade)	Government College of Engineering, Salem
2	Dr.T.Vivekananda Sibal	Associate Professor	Adhiyamaan College of Engineering, Hosur
3	Mr.M.Sivakumar	Proprietor	NIRT Renewable Energy Private Limited, Salem
4	Dr.S.Rajendran	Professor & Head	DGCT
5	Dr.P.Selvakumar	Associate Professor	DGCT
6	Mr.G.Subramaniam	Assistant Professor	DGCT
7	Mr.R.Saravanan	Assistant Professor	DGCT
8	Mr.B.Sathyaseelan	Assistant Professor	DGCT
9	Dr.R.Manikandan	Assistant Professor	DGCT
10	Mr.P.Saravanakumar	Assistant Professor	DGCT

Agenda

Industry interaction

Suggestions for opting elective papers

Suggestions for value added programs based on industrial needs

Suggestions for competency development program for faculty

Suggestions for research activities


Program coordinator


Principal



DHIRAJLAL GANDHI COLLEGE OF TECHNOLOGY, SALEM

(Approved by AICTE and Affiliated to Anna University, Chennai)

Department of Electrical and Electronics Engineering

Department Advisory Board (DAB) attendance

The **Department Advisory Board (DAB)** meeting conducted on **12.04.2019** at **11.30 a.m.** in Seminar Hall for the purpose of for the purpose of research activates, Discusses on value added program of the Department of Electrical and Electronics Engineering program.

S.No.	Name	Designation	Name of College / Industry	Signature
1	Dr.S.Senthilkumar	Assistant Professor (Senior Grade)	Government College of Engineering, Salem	
2	Dr.T.Vivekananda Sibal	Associate Professor	Adhiyamaan College of Engineering, Hosur	
3	Mr.M.Sivakumar	Proprietor	NIRT Renewable Energy Private Limited, Salem	
4	Dr.S.Rajendran	Professo & Head	DGCT	
5	Dr.P.Selvakumar	Associate Professor	DGCT	
6	Mr.G.Subramaniam	Assistant Professor	DGCT	
7	Mr.R.Saravanan	Assistant Professor	DGCT	
8	Mr.B.Sathyaseelan	Assistant Professor	DGCT	
9	Dr.R.Manikandan	Assistant Professor	DGCT	
10	Mr.P.Saravanakumar	Assistant Professor	DGCT	


Program coordinator


Principal



DHIRAJLAL GANDHI COLLEGE OF TECHNOLOGY, SALEM

(Approved by AICTE and Affiliated to Anna University, Chennai)

Department of Electrical and Electronics Engineering

Department Advisory Board (DAB)

Minutes of meeting

12.04.2019

1. Identify more core industries to meet out vision and mission of the department
2. The course of the department carries sufficient numbers of elective papers even though some new technologies can be added.
3. Regarding PEO's the Industrial Demands to be met out and Industrial based hands on workshop/Training are to be included as per the Industrial Requirements.
4. Industrial Collaboration and Research work to be formed in the Electrical and Electronics Engineering.
5. Industry Linked Seminars and workshops to be initiated in the future.
6. Suggestion given to add Electrical Simulation software courses in the Value Added Courses for students.

Program coordinator

Principal



Dhirajlal Gandhi College of Technology

**Department Advisory Board
Meeting
(DAB)**

(2018-2019)



Dhirajlal Gandhi College of Technology

**Department Advisory Board
Meeting
(DAB)**

(2017-2018)



DHIRAJLAL GANDHI COLLEGE OF TECHNOLOGY
Department of Electronics and Communication

Engineering

CIRCULAR

DGCT/ECE/01/ 2016-2017

Date: **27.03.2017**

This is to bring your notice Department Advisory board (DAB) meeting is proposed to be conducted on **29.03.2017** at **10.00 am** in Department Library

DAB members are:

S. No	Name	Designation	Name of the college/ Industry
1	Dr.M.SUMATHI	HoD	DGCT
2	Dr.S.VENKATESH	Associate Professor	DGCT
3	Ms.S.SRIDEVI	Assistant Professor	DGCT
4	Ms.S.NIRMALADEVI	Assistant Professor	DGCT
5	Mr.S.BOOPATHY	Assistant Professor	DGCT
6	Dr.K.GUNAVATHY	Prof/ECE	PSG TECH, Coimbatore
7	Dr.P.KUMAR	Prof/ECE	K.S.Rangasamy College Of Technology Tiruchengode
8	Mr.VISWESWARAN JAGADEESAN	Senior Academic Technical Consultant	NI,Bangalore
9	Mr.T.N.RAJVIGNESH	Chief Technical Officer	Salieabs Electronics Engineers Limited
10	Mr.V.RAMESH	Director	Steps Knowledge Services Pvt.Ltd

Agenda

- Research Activities
- Industry Interaction
- Elective Papers
- Value Added Programs based on industrial needs
- Competency Development Program for faculty


PROGRAM COORDINATOR


PRINCIPAL

Minutes of meeting

The **Department Advisory Board (DAB)** meeting was conducted on **29.03.2017** at **10.00 a.m.** in Department Library for the purpose of research activates, value added program of the Department of Electronics and Communication Engineering program

S. No	Name	Designation	Name of the college/ Industry	Signature
1	Dr.M.SUMATHI	HoD	DGCT	
2	Dr.S.VENKATESH	Associate Professor	DGCT	
3	Ms.S.SRIDEVI	Assistant Professor	DGCT	
4	Ms.S.NIRMALADEVI	Assistant Professor	DGCT	
5	Mr.S.BOOPATHY	Assistant Professor	DGCT	
6	Dr.K.GUNAVATHY	Prof/ECE	PSG Tech, Coimbatore	
7	Dr.P.KUMAR	Prof/ECE	K.S.Rangasamy College Of Technology Tiruchengode	
8	Mr.VISWESWARAN JAGADEESAN	Senior Academic Technical Consultant	NI, Bangalore	
9	Mr.T.N.RAJVIGNESH	Chief Technical Officer	Salieabs Electronics Engineers Limited	
10	Mr.V.RAMESH	Director	Steps Knowledge Services Pvt. Ltd	


PROGRAM COORDINATOR


PRINCIPAL

Department Advisory Board (DAB)

Minutes of meeting

29.03.2017

Suggestions for Research Activities

- More motivation on quality research work
- To improve the quality of research output by publishing in better quality journals.

Suggestions for Competency Development Program for faculty

- Every six months, faculty must submit their achievements, which should be evaluated by the management.
- To enhance and strengthen faculty development initiatives.
- To develop long-term strategic plan with well-defined goals and objectives to maintain pace of growth.

Industry Interaction

- To enhance the nature of placements by inviting more reputed companies offering better opportunities.
- To strengthen the networked activities with industries and institution of repute.

Suggestions for opting Elective Papers

- An elective course designed to acquire advanced knowledge, such as supplement study/support study to a project work.
- Generic elective papers were also discussed in the meeting for knowledge exposure.

Suggestions for Value Added Programs based on Industrial needs

- Members initiated to start skill oriented, value added, Co-curricular and extension programme for the benefit of the students and development programmes for the staff.


HoD



DHIRAJLAL GANDHI COLLEGE of Technology

Department of Civil Engineering

CIRCULAR

DGCT/CIVIL/01/ 2017-2018

Date:01/07/2017

This is to bring your notice department Advisory board (DAB) meeting is proposed to be conducted on 03/07/2017 at 10 am in Department Library

DAB members are:

S. No	Name	Designation	Name of the college/ Industry
1	Mr.K.Yuvaraj	Sr.Planning Engineer	Worley Ltd, Bangalore
2	Dr. S. Anbarasu	Associate Professor	GCE, Salem
3	Dr.S.Sukumar	Professor	Pavai Institutions(Retd Professor,GCE,Salem)
4	Dr. P.D. Arumairaj	Chairman, Coimbatore Chapter	Geotechnical Society of India
5	Mr.R.Radhakrishnan	Secretary General	Indian Concrete Institute, Chennai
6	Dr.M.N.A.Gulsantaj	Professor and Head	DGCT
7	Mr.S.Palaniappan	Associate Professor	DGCT
8	Mr.P.Natesan	Assistant Professor	DGCT
9	Mr.G.Silambarasan	Assistant Professor	DGCT
10	Mrs.S.Narmadha	Assistant Professor	DGCT

Agenda

Suggestions for research activities


Suggestions for hands on training to students.

Suggestions for online courses

Consultancy Activities

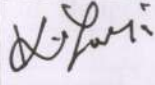
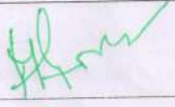
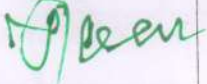
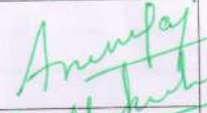

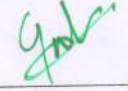
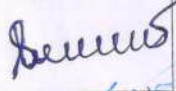
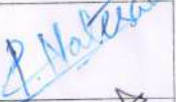

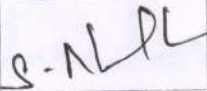
Suggestions for learning new technology in emerging areas.


Program coordinator



Principal

Minutes of meeting

1. Consultancy Activities in the areas of testing of Concrete and Surveying can be Increased.
2. Participation in Journals and conferences of the faculties can be increased.
3. Participation of Online Courses Like NPTEL and IIRS can be encouraged.
4. Hands on Training for the Slow learners can be given.
5. Learning new technology in emerging areas both for faculties and students.

S. No	Name	Designation	Name of the college/ Industry	Signature
1	Mr.K.Yuvaraj	Sr.Planning Engineer	Worley Ltd, Bangalore	
2	Dr. S. Anbarasu	Associate Professor	GCE, Salem	
3	Dr.S.Sukumar	Professor	Pavai Institutions(Retd Professor,GCE,Salem)	
4	Dr. P.D. Arumairaj	Chairman, Coimbatore Chapter	Geotechnical Society of India	
5	Mr.R.Radhakrishnan	Secretary General	Indian Concrete Institute, Chennai	
6	Dr.M.N.A.Gulsantaj	Professor and Head	DGCT	
7	Mr.S.Palaniappan	Associate Professor	DGCT	
8	Mr.P.Natesan	Assistant Professor	DGCT	
9	Mr.G.Silambarasan	Assistant Professor	DGCT	
10	Mrs.S.Narmadha	Assistant Professor	DGCT	


Program coordinator


Principal

AFFILIATED INSTITUTIONS

REGULATIONS 2017

CHOICE BASED CREDIT SYSTEM

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

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

DEGREE OF BACHELOR OF ENGINEERING / BACHELOR OF TECHNOLOGY

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

1. PRELIMINARY DEFINITIONS AND NOMENCLATURE

In these Regulations, unless the context otherwise requires:

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

2. ADMISSION

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

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

(OR)

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

2.2 Lateral entry admission

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

(OR)

(ii) The candidates who possess the Degree in Science (B.Sc.,) (10+2+3 stream) with Mathematics as a subject at the B.Sc. Level are eligible to apply for Lateral entry admission to the third semester of B.E. / B.Tech.

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

3. PROGRAMMES OFFERED

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

4. STRUCTURE OF PROGRAMMES

4.1 Categorization of Courses

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

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

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

4.2 Personality and Character Development

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

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

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

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

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

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

4.3 Number of courses per semester

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

4.4 Credit Assignment

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

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

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

4.5. Industrial Training / Internship

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

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

4.6 Industrial Visit

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

4.7 Value Added Courses

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

4.8 Online Courses

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

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

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

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

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

4.10 Medium of Instruction

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

5. DURATION OF THE PROGRAMME

5.1 A student is ordinarily expected to complete the B.E. / B.Tech. Programme in 8 semesters (four academic years) but in any case not more than 14 Semesters for HSC (or equivalent) candidates and not more than 12 semesters for Lateral Entry Candidates.

5.1.1 A student is ordinarily expected to complete the B.E. Mechanical Engineering (Sandwich) Programme in 10 semesters (five academic years) but in any case not more than 18 Semesters for HSC (or equivalent) candidates.

5.2 Each semester shall normally consist of 75 working days or 540 periods of 50 minutes each. The Head of the Institution shall ensure that every teacher imparts instruction as per the number of periods specified in the syllabus and that the teacher teaches the full content of the specified syllabus for the course being taught.

5.3 The Head of the Institution may conduct additional classes for improvement, special coaching, conduct of model test etc., over and above the specified periods. But for the purpose of calculation of attendance requirement for writing the end semester examinations (as per clause 6) by the students, following method shall be used.

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

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

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

6. COURSE REGISTRATION

6.1 The Institution is responsible for registering the courses that each student is proposing to undergo in the ensuing semester. Each student has to register for all courses to be undergone in the curriculum of a particular semester (with the facility to drop courses to a maximum of 6 credits (vide clause 6.2). The student can also register for courses for which the student has failed in the earlier semesters. In such cases the student shall do **reappearance registration** for those courses for which the attendance requirement is not compulsory. However, the student have the option to take up some other professional elective or open elective that he has failed to pass. **But, the total number of credits that a student is allowed to register per semester cannot exceed 36.** The registration details of the candidates may be approved by the Head of the Institution and forwarded to the Controller of Examinations. This registration is for undergoing the course as well as for writing the End Semester Examinations. No Elective course shall be offered by any department of any institution unless a minimum 10 students register for the course. However, if the students admitted in the associated Branch and Semester is less than 10, this minimum will not be applicable.

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

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

6.2 Flexibility to Drop courses

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

7. ATTENDANCE REQUIREMENTS FOR COMPLETION OF THE SEMESTER

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

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

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

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

8. CLASS ADVISOR

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

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

9. CLASS COMMITTEE

- 9.1. Every class shall have a class committee consisting of teachers of the class concerned, student representatives and a chairperson who is not teaching the class. It is like the 'Quality Circle' (more commonly used in industries) with the overall goal of improving the teaching-learning process. The functions of the class committee include
- Solving problems experienced by students in the class room and in the laboratories.
 - **Clarifying the regulations of the degree programme and the details of rules therein particularly (clause 5 and 7) which should be displayed on college Notice-Board.**
 - Informing the student representatives, the academic schedule including the dates of assessments and the syllabus coverage for each assessment.
 - Informing the student representatives the details of Regulations regarding weightage used for each assessment. In the case of practical courses (laboratory / drawing / project work / seminar etc.) the breakup of marks for each experiment / exercise / module of work, should be clearly discussed in the class committee meeting and informed to the students.
 - Analyzing the performance of the students of the class after each test and finding the ways and means of solving problems, if any.
 - Identifying the weak students, if any, and requesting the teachers concerned to provide some additional help or guidance or coaching to such weak students.
- 9.2 The class committee for a class under a particular branch is normally constituted by the Head of the Department. However, if the students of different branches are mixed in a class (like the first semester which is generally common to all branches), the class committee is to be constituted by the Head of the Institution.
- 9.3 The class committee shall be constituted within the first week of each semester.
- 9.4 At least 4 student representatives (usually 2 boys and 2 girls) shall be included in the class committee.
- 9.5 The Chairperson of the class committee may invite the Class adviser(s) and the Head of the Department to the class committee meeting.
- 9.6 The Head of the Institution may participate in any class committee of the institution.
- 9.7 The chairperson is required to prepare the minutes of every meeting, submit the same to Head of the Institution within two days of the meeting and arrange to circulate it among the students and teachers concerned. If there are some points in the minutes requiring action by the management, the same shall be brought to the notice of the Management by the Head of the Institution.
- 9.8 The first meeting of the class committee shall be held within one week from the date of commencement of the semester, in order to inform the students about the nature and weightage of assessments within the framework of the Regulations. Two or three subsequent meetings may be held in a semester at suitable intervals. **The Class Committee Chairman shall put on the Notice Board the cumulative attendance particulars of each student at the end of every such meeting to enable the students to know their attendance details to satisfy the clause 6 of this Regulation.** During these meetings the student members representing the entire class, shall meaningfully interact and express the opinions and suggestions of the other students of the class in order to improve the effectiveness of the teaching-learning process.

10. COURSE COMMITTEE FOR COMMON COURSES

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

11. SYSTEM OF EXAMINATION

11.1 Performance in each course of study shall be evaluated based on (i) continuous internal assessment throughout the semester and (ii) University examination at the end of the semester.

11.2 Each course, both theory and practical (including project work & viva voce Examinations) shall be evaluated for a maximum of 100 marks.

For all theory and practical courses including project work, the continuous internal assessment will carry **20 marks** while the End - Semester University examination will carry **80 marks**.

11.3 Industrial training and seminar shall carry 100 marks and shall be evaluated through internal assessment only.

11.4 The University examination (theory and practical) of 3 hours duration shall ordinarily be conducted between October and December during the odd semesters and between April and June during the even semesters.

11.5 The University examination for project work shall consist of evaluation of the final report submitted by the student or students of the project group (of not exceeding 4 students) by an external examiner and an internal examiner, followed by a viva-voce examination conducted separately for each student by a committee consisting of the external examiner, the supervisor of the project group and an internal examiner.

11.6 For the University examination in both theory and practical courses including project work the internal and external examiners shall be appointed by the Controller of Examinations.

12. PROCEDURE FOR AWARDING MARKS FOR INTERNAL ASSESSMENT

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

12.1 THEORY COURSES

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

12.2 LABORATORY COURSES

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

12.3 THEORY COURSES WITH LABORATORY COMPONENT

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

12.4 PROJECT WORK

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

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

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

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

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

12.5 OTHER EMPLOYABILITY ENHANCEMENT COURSES

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

12.6 ASSESSMENT FOR VALUE ADDED COURSE

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

12.7 ASSESSMENT FOR ONLINE COURSES

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

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

12.9 Attendance Record

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

13. REQUIREMENTS FOR APPEARING FOR UNIVERSITY EXAMINATIONS

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

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

14. PASSING REQUIREMENTS

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

14.2 If a student fails to secure a pass in a theory course (except electives), **the student shall do reappearance registration only along with regular students** for that course in the subsequent semester, when offered next, earn continuous assessment marks and attend the end semester examination.

- 14.3 If the course, in which the student has failed, is a professional elective or an open elective, the student may be permitted to register for the **same course**, earn continuous assessment marks and attend the End Semester Examination or **any other** professional elective or open elective course in the subsequent semesters, attend the classes and fulfill the attendance requirements as per Clause 7.
- 14.4 If a student fails to secure a pass in a laboratory course, **the student shall register** for the course again, when offered next.
- 14.5 If a student fails to secure a pass in project work, **the student shall register** for the course again, when offered next.
- 14.6 The passing requirement for the courses which are assessed only through purely internal assessments (EEC courses except project work), is 50% of the internal assessment (continuous assessment) marks only.
- 14.7 If a student has failed in the final semester examination he/she may be allowed to register for the course in the next semester itself.
- 14.8 A student can apply for revaluation of the student's semester examination answer paper in a theory course, within 2 weeks from the declaration of results, on payment of a prescribed fee along with prescribed application to the COE through the Head of the Institution. The COE will arrange for the revaluation and the results will be intimated to the student concerned through the Head of the Institution. Revaluation is not permitted for laboratory course and project work.

15. AWARD OF LETTER GRADES

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

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

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

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

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

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

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

15.2 For the Co-curricular activities such as National Cadet Corps (NCC)/ National Service Scheme (NSS) / NSO / YRC, a satisfactory / not satisfactory grading will appear in the mark sheet. Every student shall put in a minimum of 75% attendance in the training and attend the camp compulsorily. The training and camp shall be completed during the first year of the programme. However, for valid reasons, the Head of the Institution may permit a student to complete this requirement in the second year. **A satisfactory grade in the above co-curricular activities is compulsory for the award of degree.**

15.3 The grades O, A+, A, B+, B obtained for the one credit course shall figure in the Mark sheet under the title '**Value Added Courses**'. The Courses for which the grades are RA, SA **will not figure in the mark sheet.**

Grade sheet

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

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

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

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

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

where C_i is the number of Credits assigned to the course

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

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

16 ELIGIBILITY FOR THE AWARD OF THE DEGREE

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

- i. Successfully gained the required number of total credits as specified in the curriculum corresponding to the student's programme within the stipulated time.

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

16.2 CLASSIFICATION OF THE DEGREE AWARDED

16.2.1 FIRST CLASS WITH DISTINCTION

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

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

16.2.2 FIRST CLASS:

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

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

16.2.3 SECOND CLASS:

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

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

16.4 Photocopy / Revaluation

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

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

16.5 Review

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

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

17. PROVISION FOR WITHDRAWAL FROM END-SEMESTER EXAMINATION

17.1 A student may, for valid reasons, (medically unfit / unexpected family situations / sports approved by Chairman, sports board and HOD) be granted permission to withdraw from appearing for the end semester examination in any course or courses in **ANY ONE** of the semester examinations during the entire duration of the degree programme. The application shall be sent to Director, Student Affairs through the Head of the Institutions with required documents.

17.2 Withdrawal application is valid if the student is otherwise eligible to write the examination (Clause 7) and if it is made within TEN days prior to the commencement of the examination in that course or courses and recommended by the Head of the Institution and approved by the Controller of Examinations.

17.2.1 Notwithstanding the requirement of mandatory 10 days notice, applications for withdrawal for special cases under extraordinary conditions will be considered on the merit of the case.

17.3 In case of withdrawal from a course / courses (Clause 13) the course will figure both in Marks Sheet as well as in Result Sheet. **Withdrawal essentially requires the student to register for the course/courses** The student has to register for the course, fulfill the attendance requirements (vide clause 7), earn continuous assessment marks and attend the end semester examination. However, withdrawal shall not be construed as an appearance for the eligibility of a candidate for First Class with Distinction.

17.4 Withdrawal is permitted for the end semester examinations in the final semester only if the period of study the student concerned does not exceed 5 years as per clause 16.2.1.

18. PROVISION FOR AUTHORISED BREAK OF STUDY

18.1 A student is permitted to go on break of study for a maximum period of one year as a single spell.

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

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.

ANNA UNIVERSITY, CHENNAI
REGULATIONS 2013

(Common to all B.E. / B.Tech. Degree (8 Semesters) Full – Time Programmes of
Affiliated Institutions)

CREDIT SYSTEM

AFFILIATED COLLEGES

DEGREE OF BACHELOR OF ENGINEERING / BACHELOR OF TECHNOLOGY

This Regulations is applicable to the students admitted to B.E./B.Tech. Programmes at all Engineering Colleges affiliated to Anna University, Chennai (other than Autonomous Colleges) and to all the University Colleges of Engineering of Anna University, Chennai from the academic year 2013-2014.

1. PRELIMINARY DEFINITIONS AND NOMENCLATURE

In these Regulations, unless the context otherwise requires:

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

2. ADMISSION

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

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

(OR)

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

2.2 **Lateral entry admission**

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

(OR)

(ii) The candidates who possess the Degree in Science (B.Sc.,) (10+2+3 stream) with Mathematics as a subject at the B.Sc. Level are eligible to apply for Lateral entry admission to the third semester of B.E. / B.Tech.

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

3. **PROGRAMMES OFFERED**

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

4. **STRUCTURE OF PROGRAMMES**

4.1 Every Programme will have curricula with syllabi consisting of theory and practical courses such as:

(i) General core courses comprising Mathematics, Basic sciences, Engineering sciences, Humanities and Management.

(ii) Core courses of Engineering/Technology.

(iii) Elective courses for specialization in related fields.

(iv) Workshop Practice, Computer Practice, Engineering Graphics, Laboratory work, Industrial Training, Seminar presentation, Project work, Educational tours, Camps etc.

(v) NCC / NSS / NSO / YRC activities for character development

There shall be a certain minimum number of core courses and sufficient number of elective courses that can be opted by the students. The blend of different courses shall be so designed that the student, at the end of the programme, would have been trained not only in his / her relevant professional field but also would have developed as a socially conscious human being.

4.2 Each course is normally assigned a certain number of credits with 1 credit per lecture period per week, 1 credit per tutorial period per week, 1 credit for 2 periods of laboratory or practical or seminar or project work per week (2 credits for 3 or 4 periods of practical).

4.3 Each semester curriculum shall normally have a blend of lecture courses not exceeding 7 and practical courses not exceeding 4. However, the total number of courses per semester shall not exceed 10.

4.4 For the award of the degree, a student has to earn certain minimum total number of credits specified in the curriculum of the relevant branch of study.

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

5. DURATION OF THE PROGRAMME

- 5.1 A student is ordinarily expected to complete the B.E. / B.Tech. Programme in 8 semesters (four academic years) but in any case not more than 14 Semesters for HSC (or equivalent) candidates and not more than 12 semesters for Lateral Entry Candidates.
- 5.2 Each semester shall normally consist of 90 working days or 450 periods of 50 minutes each. The Head of the Institution shall ensure that every teacher imparts instruction as per the number of periods specified in the syllabus and that the teacher teaches the full content of the specified syllabus for the course being taught.
- 5.3 The Head of the Institution may conduct additional classes for improvement, special coaching, conduct of model test etc., over and above the specified periods. But for the purpose of calculation of attendance requirement for writing the end semester examinations (as per clause 6) by the students, following method shall be used.

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

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

- 5.4 The total period for completion of the programme reckoned from the commencement of the first semester to which the candidate was admitted shall not exceed the maximum period specified in clause 5.1 irrespective of the period of break of study (vide clause 18.4) in order that he/she may be eligible for the award of the degree (vide clause 15).

6. ATTENDANCE REQUIREMENTS FOR COMPLETION OF THE SEMESTER

- 6.1 A Candidate who has fulfilled the following conditions shall be deemed to have satisfied the requirements for completion of a semester.
Ideally every student is expected to attend all classes and secure 100% attendance. However, in order to give provision for certain unavoidable reasons such as Medical / participation in sports, the student is expected to attend atleast 75% of the classes.
Therefore, he/she shall **secure not less than 75%** (after rounding off to the nearest integer) of overall attendance as calculated as per clause 5.3.
- 6.2 However, a candidate who secures overall attendance between 65% and 74% in the current semester due to medical reasons (prolonged hospitalization / accident / specific illness) / Participation in Sports events may be permitted to appear for the current semester examinations subject to the condition that the candidate shall submit the medical certificate / sports participation certificate attested by the Head of the Institution. The same shall be forwarded to the Controller of Examinations for record purposes.
- 6.3 Candidates who **secure less than 65% overall attendance and candidates who do not satisfy the clause 6.1 and 6.2** shall not be permitted to write the University examination at the end of the semester and not permitted to move to the next semester. They are required to repeat the incomplete semester in the next academic year, as per the norms prescribed.

7. CLASS ADVISOR

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

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

8. CLASS COMMITTEE

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

- Solving problems experienced by students in the class room and in the laboratories.
- **Clarifying the regulations of the degree programme and the details of rules therein particularly (clause 5 and 6) which should be displayed on college Notice-Board.**
- Informing the student representatives, the academic schedule including the dates of assessments and the syllabus coverage for each assessment.
- Informing the student representatives the details of Regulations regarding weightage used for each assessment. In the case of practical courses (laboratory / drawing / project work / seminar etc.) the breakup of marks for each experiment / exercise / module of work, should be clearly discussed in the class committee meeting and informed to the students.
- Analyzing the performance of the students of the class after each test and finding the ways and means of solving problems, if any.
- Identifying the weak students, if any, and requesting the teachers concerned to provide some additional help or guidance or coaching to such weak students.

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

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

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

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

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

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

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

9. COURSE COMMITTEE FOR COMMON COURSES

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

10. SYSTEM OF EXAMINATION

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

11. PROCEDURE FOR AWARDING MARKS FOR INTERNAL ASSESSMENT

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

11.1(a) 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).

(b) 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.

(c) Theory Courses with Laboratory Component:

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

11.2(a) The seminar / Case study is to be considered as purely INTERNAL (with 100% internal marks only). Every student is expected to present a minimum of 2 seminars per semester before the evaluation committee and for each seminar, marks can be equally apportioned. The three member committee appointed by Head of the Institution will evaluate the seminar and at the end of the semester the marks can be consolidated and taken as the final mark. The evaluation shall be based on the seminar paper (40%), presentation (40%) and response to the questions asked during presentation (20%).

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

11.3 Project Work:

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

The Head of the Institutions shall constitute a review committee for project work for each branch of study. There shall be three reviews during the semester by the review committee. The student shall make presentation on the progress made by him / her before the committee. The total marks obtained in the three reviews shall be **reduced for 20 marks** and rounded to the nearest integer (as per the scheme given in 11.3.1).

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

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

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

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

11.5 Attendance Record

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

12. REQUIREMENTS FOR APPEARING FOR UNIVERSITY EXAMINATIONS

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 (subject to Clause 6) and has registered for examination in all courses of the semester. Registration is mandatory for current semester examinations as well as arrear examinations, failing which the candidate will not be permitted to move to the higher semester.

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

13. PASSING REQUIREMENTS

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

13.2 If a candidate fails to secure a pass in a particular course, it is mandatory that he/she shall register and reappear for the examination in that course during the subsequent semester when examination is conducted in that course; he/she should continue to register and reappear for the examinations in the failed subjects till he / she secures a pass.

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. AWARD OF LETTER GRADES

14.1.1 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 number of points, will be awarded as per the range of total marks (out of 100) obtained by the candidate in each subject as detailed below:

Letter grade	Grade Points	Marks Range
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
W	0	(or 50 but not satisfying clause 13.1)

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

‘SA’ denotes shortage of attendance (as per clause 6.3) and hence prevention from writing the end semester examination. ‘SA’ will appear only in the result sheet.

“U” denotes **Reappearance** (RA) is required for the examination in the course. “W” denotes **withdrawal** from the exam for the particular course. (The grades U and W will figure both in Marks Sheet as well as in Result Sheet)

Grade sheet

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

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

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

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

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

where C_i is the number of Credits assigned to the course

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

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

15. ELIGIBILITY FOR THE AWARD OF THE DEGREE

15.1 A student shall be declared to be eligible for the award of the Degree if he/she has

- Successfully gained the required number of total credits as specified in the Curriculum corresponding to his/her Programme within the stipulated time.

- No disciplinary action is pending against him/her.
- The award of the degree must be approved by the Syndicate.
- Successfully completed any additional courses prescribed by the Director, Academic Courses, whenever any candidate is readmitted under Regulations other than R – 2013 (clause 18.2).

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.

- Should have passed the End semester examination in all the courses of all the eight semesters (six semesters in the case of lateral entry) in his/her First Appearance within four years (three years in the case of lateral entry). 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 four years (three years in the case of lateral entry) 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.

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

16.3 SECOND CLASS

All other candidates (not covered in clauses 16.1 and 16.2) who qualify for the award of the degree (vide Clause 15) 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. (subject to clause 17 and 18)

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 END-SEMESTER EXAMINATION

17.1 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.

17.2 Such withdrawal shall be permitted **only once during the entire period** of study of the degree programme.

17.3 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.

17.3.1 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.

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.

17.7 Withdrawal shall not be permitted in the final semester examinations.

18. PROVISION FOR AUTHORISED BREAK OF STUDY

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 to rejoin the programme in a subsequent year, permission may be granted based on the merits of the case provided he / she applies to the Director, Student Affairs in advance, but not later than the last date for registering for the end semester examination of the semester in question, through the Head of the Institution stating the reasons therefore and the probable date of rejoining the programme.

18.2 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 will not be counted towards the duration specified for passing all the courses for the purpose of classification (vide Clause 16.1).

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 5.1 irrespective of the period of break of study in order that he/she may be eligible for the award of the degree.

18.5 If any student is prevented for want of required attendance, the period of prevention shall not be considered as authorized 'Break of Study' (Clause 18.1)

19. INDUSTRIAL VISIT

Every student is required to undergo one Industrial visit for every theory course offered, starting from the third semester of the Programme. Every teacher shall take the students at least for one industrial visit in a semester.

20. PERSONALITY AND CHARACTER DEVELOPMENT

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

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

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

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

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

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

Every student shall put in a minimum of 75% attendance in the training and attend the camp compulsorily. The training and camp shall be completed during the first year of the programme. However, for valid reasons, the Head of the Institution may permit a student to complete this requirement in the second year.

21. DISCIPLINE

21.1 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.

21.2 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.

22. 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.
