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SASURIE
COLLEGE OF ENGINEERING
(AUTONOMOUS)



ACADEMIC REGULATIONS 2026

B.E. / B.TECH. / PROGRAMMES

ACADEMIC REGULATIONS – 2026

B.E. / B.Tech. Programmes

*Applicable to the students admitted in B.E. / B.Tech. Programmes, from the
Academic year 2026 – 2027 onwards*

Date of Release

(Passed in the Academic Council held on 12.06.2026)

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1. TITLE

These regulations shall be called as 'Academic Regulations 2026' in short it is denoted as SR 2026.

2. SCOPE

2.1. The following regulations shall be applicable to the students admitted to the Undergraduate B.E./B.Tech. Programmes of the Institution from the academic year 2026–2027 onwards

3. DEFINITIONS

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

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

- a) learn at their convenient pace.
- b) explore wide range of elective courses offered by the Departments / Centres.
- c) adopt an inter / trans-disciplinary approach in learning
- d) make the best use of the expertise of available facilities and faculty.

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

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

3.5. 'Semester' refers to an academic term comprising a minimum of 80 working days, to a total number of 540 Periods typically with seven 'Contact Hours' each day. The semester held from July to November is designated as the 'Odd Semester' (I, III, V, and VII), while the semester conducted from January to May is referred to as the 'Even Semester' (II, IV, VI, VIII).

3.6. 'Course' refers to a Theory (T) / Laboratory (L) / Theory with Laboratory (TwL) (or) Project integrated / Laboratory Course offered during a semester of the Programme.

3.7. 'Contact Hours' means duration of Lecture (L), Tutorial (T), Practical (P) or Project Work (J) as applicable.

3.8. 'Credit' refers to the weightage assigned to a course, determined by the number of

contact hours required to deliver the prescribed syllabus. Typically, one credit corresponds to 15 contact hours for theory and 30 contact hours for practical sessions.

- 3.9. **‘Continuous Assessment’** refers to the evaluation of a student’s progress and performance in a course throughout the semester, conducted through various activities such as tests, assignments, quizzes, presentations, case studies and technology-enabled community service initiatives.
- 3.10. **‘End Semester Examination (ESE)’** means an examination conducted for a course at the end of the semester to evaluate the student’s overall learning achievements.
- 3.11. **“Bona-fide Student”** means the student who is admitted, joined and on-roll in an Undergraduate Programme.
- 3.12. **‘Head of the Institution’** means the Principal of the College.
- 3.13. **‘Head of the Department’** means Head of the Department / Centre concerned.
- 3.14. **‘Faculty’** means a group of allied Programmes.
- 3.15. **‘Department Consultative Committee’** refers to a committee formed by the Head of the Department to oversee the academic and developmental activities of the Department.
- 3.16. **‘Controller of Examinations (CoE)’** refers to the designated authority of the College responsible for all activities related to assessments, all examination processes and evaluations.
- 3.17. **‘Head, Centre for Academic Courses’** refers to the authority of the College responsible for all activities related to academic regulations, curricula, syllabi and academic schedules for all academic programmes, as and when required.
- 3.18. **‘Academic Council’** refers to the principal academic body of the College, responsible for overseeing and regulating, teaching and examination processes, and for ensuring the maintenance of academic standards.

4. ADMISSIONS

- 4.1. Admissions to B.E., / B. Tech programmes offered in the College, shall be as per the norms prescribed by Govt. of Tamil Nadu.

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

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

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

(Or)

Those who possess a Bachelor of Science (B.Sc.) (10+2+3 stream) with Mathematics as a subject at the B.Sc. Level are eligible to apply for Lateral entry admission to the third semester of B.E. / B.Tech. Programme. Other eligibility criteria such as marks, number of attempts and physical fitness shall be as prescribed by the Govt. of Tamil Nadu from time to time.

- 4.3.** All students admitted provisionally or otherwise to any programme shall submit Photo ID proof issued by State / Central Govt., Original Transfer Certificate from the institution last studied, copies of grade / mark sheets of the qualifying examination and other relevant documents at the time of admission or by the last date prescribed by the competent authorities.
- 4.4.** The admission of a student, who fails to submit the prescribed documents by the above-said date in Clause 4.3, or fails to meet other stipulated requirement(s), shall be cancelled by the University. The University shall also cancel the admission of a student at a later time, if the student is found ineligible / unfit at the time of admission or had furnished some false information / certificates or suppressed relevant information while seeking admission to the programme in the Affiliated Institutions.

5. PROGRAMMES OFFERED

The following are the branches of study under B. E. / B. Tech. Degree Programme.

B. E. Programmes

- i. CS - Computer Science and Engineering
- ii. CB - Computer Science and Engineering (Cyber Security)
- iii. EE- Electrical and Electronics Engineering
- iv. EC - Electronics and Communication Engineering
- v. ME - Mechanical Engineering

B. Tech. Programmes

- i. AD - Artificial Intelligence and Data Science
- ii. IT - Information Technology

PG Programmes

- i. M.E. Computer Science and Engineering
- ii. MBA Master of Business Administration

6. PROGRAMME STRUCTURE

6.1. Curriculum

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

6.2. Programme Duration

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

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

- iii. Above mentioned period in Clause 6.2 (i) & Clause 6.2 (ii) shall be extended for 'ONE' more year to a student, who is permitted to avail the authorised break of study or opt for dropping of courses, as per the regulations.
- iv. **'Programme Completion'** means that a student shall register and undergo all the courses as prescribed in the respective curriculum and become eligible for appearing in the continuous assessments and end semester examinations of all the courses within the period as given in Clauses 6.2 [(i), (ii) & (iii)]. Eligibility here refers to issuance of hall ticket to the student for appearing in the end semester examination.
- v. After programme completion if there are any arrear course(s), a student shall be permitted to successfully complete the same, within 'SEVEN' years (Students admitted under Clause 4.1) and 'SIX' years (students admitted under Clause 4.2). This maximum duration for successful completion shall be reckoned from the date of original admission to the programme. It may change, from time to time, as per the notifications received from the University / DoTE, if any.

6.3. Course Categories

Every B.E. / B. Tech. Programme will have a curriculum consisting of Theory (T) / Laboratory (L) / Theory with Laboratory (TwL) (or) Project integrated / Laboratory Course, with prescribed syllabi as categorized below:

- i. Humanities Social Sciences and Management Courses (HSMC) include English, Employability skills and Management courses, Other language courses, entrepreneurship courses etc.
- ii. Basic Sciences Courses (BSC) include Mathematics, Physics, Chemistry, etc.
- iii. Engineering Science Courses (ESC) include courses such as Engineering Graphics, Basics of Electrical / Electronics / Mechanical / Civil and Computer Programming etc.
- iv. Programme Core Courses (PCC) are the core courses relevant to the chosen discipline.

- v. Programme Elective Courses (PEC) are the courses which can be chosen from a larger pool of courses and are very specific / specialised / advanced / supportive to the discipline which nurtures the students' proficiency in the discipline.
- vi. Open Elective Courses (OEC) are elective courses chosen from other disciplines, with an intention to expose the students to interdisciplinary / multidisciplinary / transdisciplinary fields.
- vii. Employability Enhancement Courses (EEC) include Project Work, Industrial Training/Internship, Industry oriented courses, Online courses and Value-Added Courses.
- viii. Mandatory Non-credit Courses (MNC) expose the students to induction program, Basic life skill courses, Survival skill courses, Liberal Arts Courses and Value Based Education. Registration for these courses is mandatory for all the students.
- ix. Mandatory Credit Courses (MCC) expose the students to Tamil Courses, Universal Human Values, Emerging Technology Courses and Courses related to innovation and research. Registration for these courses is mandatory for all the students. On completion of the course, credits earned will be indicated in the semester grade sheet as well as in the consolidated grade sheet as additional credits. These additional credits will not be considered for GPA/CGPA calculations.
- x. Skill Development (SD) are the courses offered to enhance specific abilities and competencies of the students in academic and professional contexts. Industry Oriented Courses (IOC), that are offered to allow students to expand their knowledge and skills in niche areas and meet the ever-changing arising in the relevant industries, from time to time are classified under Skill Development (SD) category.
- xi. Value Added (VA) Courses are the courses not prescribed in the respective curriculum, but are offered to the students to provide additional value to the programme, for enhancing the knowledge and skills of the student. Completion of these course(s) is / are not mandatory for successful completion of the programme.

6.4. Medium of Instruction

The medium of instruction is “English” for all the courses, assessments and other examinations are in English only.

6.5. Assignment of Credits

- i. The total credit requirement for successful completion of the B.E/B.Tech (Four Year programme) programme of study in the respective branches listed in clause 5, by a student to qualify for the award of degree is 160 and that for the lateral entry students is 120.

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

Table 1 – Credit for Contract Hour(s)

Contact Hour	Credits
1 Lecture Hour	1
1 Tutorial Hour	1
2 Laboratory / Project Hour	0.5
2 Weeks of Internship / Industrial Training / Internship Abroad Universities	1
Course completed successfully with relevant certification through SWAYAM / NPTEL. Credits shall not be assigned with fractional values.	
4 Weeks	2
8 Weeks	3
12 Weeks	4

7. INDUCTION PROGRAMME

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

Induction Programme shall be conducted by the respective Head of the Institution, aimed at

offering the incoming students, an interface to understand and interact with the diverse student community in the respective Institute. The objectives of this induction programme include:

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

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

8. ACADEMIC CALENDAR

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

9. STUDENTS SUPPORT SYSTEMS

9.1 Mentoring

To help the students in planning their courses of study and for general advice on the academic programme, the Head of the Department will attach a certain number of students to a Faculty Member of the Department, who shall function as Mentor for those students throughout their period of study. The Mentor shall advise the students in registering of courses, monitor their attendance and progress and counsel them periodically. If necessary, the Mentor may also discuss with or inform the parents about the progress / performance of the students concerned. The responsibilities for the mentor shall be, but not restricted to,

- ❖ To inform the students about the facilities and activities available in order to enhance the student's curricular and co-curricular activities.
- ❖ To guide students' for enrolment and registration of the courses
- ❖ To authorize the final registration of the courses at the beginning of each semester

- ❖ To monitor the academic and general performance including attendance.
- ❖ To collect and maintain the academic and co-curricular records.
- ❖ To address about the system of Examinations, credits question paper pattern, marks allotment etc.,

9.2 Class Committee

Every class shall have a Class Committee consisting of teachers handling courses of the class concerned, student representatives and a chairperson who is not handling the class. It is the 'Quality Circle' with the overall goal of improving the teaching learning process. Functions of the class committee include:

- i. Addressing problems experienced by students in classroom and laboratories
- ii. Clarifying the regulations of the programme and details of rules there in
- iii. Analyzing students' performance after each Continuous Assessment Test and identifying strategies to enhance their academic progress
- iv. Identifying slow learners and requesting the teachers concerned to provide some additional guidance
- v. The class committee for a class is constituted by the Head of the Department. However, if the students of different branches are mixed in a class, the class committee is to be constituted by the Head, Centre for Academic Courses / Head of the Institute.
- vi. Class Committee shall be constituted within the first week of each semester.
- vii. At least 4 student representatives (2 boys and 2 girls) shall be included in the Class Committee.
- viii. The Chairperson of the Class Committee shall invite the members to the meeting.
- ix. The first meeting of the Class Committee shall be conducted within one week from the commencement of the semester classes, with the agenda shared in advance with all members. Two or three subsequent meetings may be scheduled at appropriate intervals during the semester. At the end of each meeting, the mentor shall display the cumulative attendance of each student on the Notice Board, enabling students to monitor their attendance in accordance with Clause 11 of this Regulation. During these meetings,

student representatives are expected to actively participate and convey the views and suggestions of their classmates to enhance the effectiveness of the teaching-learning process.

- x. The chairperson shall prepare the minutes of each meeting, submit the same to Head, Centre for Academic Courses/Head of the Institute within two days of the meeting and arrange to circulate it among the students and teachers concerned.

9.3 Course Committee

Each common theory course offered to more than one discipline or class, shall have a “Course Committee” comprising all the teachers handling the common course with one among them nominated as Course Coordinator. Nomination of the Course Coordinator shall be made by the Head, Centre for Academic Courses / Head of the Institute. The ‘Course Committee’ shall meet in order to arrive at a common scheme of assessment and evaluation for the tests and shall ensure the uniformity. Course committee shall also prepare a common question paper for the internal assessment test(s), by the Member identified by the Course Coordinator.

10. REGISTRATION OF COURSES

- i. Course Registration is a procedural component of the academic system. It ensures that a student's name is officially recorded in each course they intend to study. Attendance will not be awarded for courses in which a student has not registered.
- ii. Every student is required to finalize the registration process through the web-based system, during the specified time window, in consultation with the Mentor, if required.
- iii. Schedule of registration of the courses will be intimated to the students through a common circular and / or through the Academic Schedule hosted on the website.
- iv. The course registration/enrolment for the courses from semester I to VIII (and additional courses for Honors/Minor) will commence as per the Academic Calendar / Schedule published.
- v. From semester III to VII, the student can add/drop courses, up to 6 credits, within 10 working days from the start of the semester concerned.

- vi. The maximum number of credits enrolled in a semester (excluding Honors/Minor degree) shall not exceed 36. A student shall not re-register for the courses which are successfully completed by the student, for any reason(s) whatsoever.
- vii. The programme elective courses are listed in the curriculum as verticals (specialized groups). A student can choose professional electives from any of the verticals offered in each semester by the department.
- viii. The student who opted for Honours / Minor shall degree enrol for prescribed courses.
- ix. If PE and OE courses are not successfully completed by a student, in a particular semester, student shall be permitted to opt for alternate course(s) under these categories in the subsequent semester(s).
- x. A student can choose all the PE Courses either from one of the Streams or a combination of courses from more than one Streams in a semester. Minimum registration of 10 students is required to offer a PE course and OE course. However, this minimum registration of students is not applicable for offering the courses under B.E. / B. Tech. (Hons) and B.E. / B. Tech. Minor Degree.
- xi. PE Courses shall be selected in the specialised groups given as Streams. Students shall choose the courses from various Streams as specified in the respective curriculum.
- xii. Students shall be permitted to register additional courses over and above the courses prescribed in the respective curriculum, under PC / PE / OE category in any programme with the prior permission of the Head of the Institution. The credits earned shall be printed in the grade sheet and shall not be considered for the computation of CGPA.
- xiii. A student can register for MOOC courses based on the availability during the respective semesters, offered through SWAYAM / NPTEL.

11. ATTENDANCE CRITERION

- 11.1** All the students are expected to maintain 100% attendance in all courses. The attendance requirement is calculated based on the required hours (L-T-P-J) specified in the curriculum as follows:

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

The student shall be permitted to appear in the End Semester Examinations, if the attendance is 80% and above for each course.

- 11.2** In cases of medical or other exceptional circumstances where a student is unable to attend classes, a valid Medical Certificate must be submitted to the Head of the Department concerned within five days from resuming class work. If a student fails to meet the required 80% attendance but has attained at least 70%, the submitted Medical Certificate may be considered, subject to the approval of the respective Head of the Department.
- 11.3** The student shall be prevented from appearing in the end semester examination for all courses in a semester, if the overall attendance secured by a student is less than 80%. Such prevented student shall not be permitted to go to next semester. Importantly, such prevented student shall be permitted to rejoin the programme in the semester of prevention, during only in the next academic year and undergo all the courses. If the academic regulation is changed, addition / deletion of course(s) shall be prescribed by the Director, Centre for Academic Courses, and such student shall undergo additional courses, if any for completion of the programme.
- 11.4.** The students should get prior approval from the respective Head of the Institution to attend campus recruitments, seminars, project works, internships, co-curricular and extra-curricular activities. Only upon prior approval of Head of the Institution, attendance for the above said activities shall be considered as 'ON-DUTY'. Students shall be permitted to avail only 10% of total working days in a semester. However, student participating in sports activities, representing the institution in the University / State / National / International Level, shall be permitted to avail ON-DUTY without any restriction period of 10%, only with prior approval from the Head of the Institution. Additional classes shall be conducted by the Institute to the student(s) who are participating only in above said Sports activities so that such students shall attain the prescribed overall percentage attendance to appear in the University End Semester Examinations.
- 11.8.** The list of students eligible for appearing in the end semester examination(s) and prevented from writing the end semester examination(s) shall be published by the

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

12. WITHDRAWAL FROM END SEMESTER EXAMINATION

- i. A student may be granted permission to withdraw from appearing for the ESE in a course or courses of the semester examinations during the Degree Programme.
- ii. The application shall be sent to the Controller of Examinations through the Head of the Institution.
- iii. Withdrawal application shall be valid only if the student is otherwise eligible to write the examination with the attendance requirements as mentioned and calculated, above.
- iv. If a student withdraws a course or courses from writing End Semester Examinations, he/she shall register the same in the subsequent semester and write the end semester examination(s). Attendance and assessment earned is as in the regular semester.
- v. Withdrawal shall not be considered as an appearance for deciding the eligibility of a student for First Class with Distinction.

13. BREAK OF STUDY

- 13.1** Students shall be permitted to avail ONE 'Break of Study' for a period of ONE year (Two consecutive semesters) or One Semester, in the entire four years of the programme. However, Break of Study shall also be granted for above-said bonafide reasons (such as hospitalization / accident / specific illness) only, for a period of SIX months (One semester) to the students who have already completed up to the VII semester of the programme. The student shall apply for Break of Study to the respective Head of the Department through email / letter, which in turn shall be forwarded to the Controller of Examinations through Head of the institution. Break of Study will not be accepted after the generation of 'Prevention list.' Maximum Duration of the Programme, is 'as given in Clause 6.2 includes the period of above approved Break of Study.
- 13.2** Students who are granted 'Break of Study', shall be allowed to appear for the End Semester Arrear Examinations for backlog courses, if any, during the period of Break of Study.

14. RE-JOINING THE PROGRAMME

After the end of approved 'Break of study', student shall be permitted to re-join the programme in that particular semester, for which 'Break of Study' has been granted to the student. Regulations & Curriculum in force for the specific semester, at the time of re-joining shall be applicable. Appearance of the student (including absence) in the end semester examinations for these courses in that particular semester shall be considered as 'First Appearance'. If there is any change of Regulations & Curriculum, the student has to undergo additional courses or get exemption from undergoing the courses, as recommended by the committee, constituted by the Head of the Institution, for this purpose. Recommendations of this committee, with the approval of the respective Head of the department, shall be sent to the Head of the Institution for further action.

15. TERMINATION

15.1 A student who is not able to complete the requirements for the award of degree, within the maximum permissible duration prescribed, will deem to be automatically terminated from the programme.

15.2 Students faced with disciplinary action for any serious offence(s) may face premature termination from the programme, based on the recommendations of the disciplinary committee.

16. TEACHING & EVALUATION

16.1 The courses to be offered are decided by the Department concerned, taking into consideration all the requirements of the Programme. Each course is conducted by a Course Instructor and the Course Instructor has the overall responsibility for successful conduct of class work

16.2 Performance assessment of the student is conducted through continuous assessments and end semester examinations, as mentioned in this regulation for all the registered courses.

16.3 For 'Theory Courses', evaluation shall be through continuous assessments and end semester examination. Continuous assessment shall have the weightage of 40% & End semester examination shall have the weightage of 60%. Continuous assessments comprise of two tests and activities. For each test, there shall be a minimum of ONE 'activity' which include tutorials, assignments, group assignments, quizzes, etc. Weightage for test is 80% and for activity, it is 20%. End semester

examination shall be conducted for 100 marks for a duration of THREE hours. Details of Weightage for Continuous Assessment & End-Semester Examination are presented in Table 2, Sl.No.1.

16.4 For 'Laboratory / Project Integrated Theory Courses', evaluation shall be through continuous assessments and end semester examination. Continuous assessment shall have the weightage of 50% & End semester examination shall have the weightage of 50%.

- i) Continuous assessments comprise of two tests for theory and one test for practical / three Review for Project component. For each theory test, there shall be a minimum of Two 'activity' which include assignments, group assignments, quizzes, etc. The assessment of laboratory practical component / project component will be based on turn-to-turn supervision of the student's work, performance in laboratory practical test / project review. Rubrics for laboratory practical component / Project component shall be arrived in the common course committee at the beginning of the semester.
- ii) End semester examination shall be conducted for 100 marks with duration of THREE hours. Details of weightage for theory and practical / project component with respect to credits are presented in Table 2, Sl.No.2.

16.5 For 'Laboratory Courses', evaluation shall be through continuous assessments and end semester examination. Continuous assessment shall have the weightage of 60% & End semester examination shall have the weightage of 40%.

- i) Continuous assessments will be based on turn-to-turn supervision of the student's work, submission of observation notebooks, etc. and it has the weightage of 75%. Performance in Model practical Examination shall have the weightage of 25%. Rubrics for each laboratory course shall be arrived in the common course committee at the beginning of the semester.
- ii) There shall be one End semester examination for laboratory course conducted for 100 marks.

Details of Weightage for Continuous Assessment & End-Semester Examination are presented in Table 2, Sl. No.3.

16.6 For 'Project Work', a student or a group of students (not exceeding four), shall work

on a topic of interest, under a faculty, who shall be the Guide. Student(s) shall submit a report and defend it in front of a panel of examiners, upon which the final grade is awarded. Project reviews shall be conducted by a committee constituted by the respective Head of the Department, comprising the Guide(s), one or two internal subject expert.

Details of Weightage for Continuous Assessment & End-Semester Examination for Project Work are presented in Table 2, Sl.No.4

16.7 For '**Internship / Industrial Training**', a student shall undergo 'Internship / Industrial Training' for a period as stipulated in the respective curriculum of the Programme. After completion of the Internship / Training, student shall submit a report, describing the observations, skills acquired, usefulness, etc., along with the attendance certificate issued by the industry concerned. Evaluation shall be by the committee comprising of three faculty members, and a representative from the industry concerned (preferably Unit Head) constituted by the respective Head of the Department. Details of Weightage for Continuous Assessment of Internship / Industrial Training are presented in Table 2, Sl.No.5.

16.8 For Value Added Courses (VAC), the students may optionally undergo Value Added Courses (VAC). Upon completion of the course, it will be indicated in the semester grade sheet and in the consolidated grade sheet as additional credits. The details of the syllabus, time table and course coordinator may be sent to the Centre for Academic Courses at least one month before the course is offered for approval. Evaluation shall be only through continuous assessments by the Course Instructor and the head of the Department.

16.9 For Industry Oriented Courses / Liberal Arts Courses The students may optionally undergo Industry Oriented Courses / Liberal Arts Courses. The details of the course shall be recommended by the Department Consultative Committee and approved by Head, Centre for Academic Courses. Students can take a maximum of six credits during the entire duration of the Programme. If the student earns three credits in Industry Oriented One Courses, the student may seek course exemption against Professional Elective / Open Elective. Otherwise, credits earned by the students will be indicated in the semester grade sheet as well as in the consolidated grade sheet as additional credits. In such case, these additional credits will not be considered for GPA/CGPA calculations. A committee consisting of the Head of the Department,

coordinator of the course and a senior faculty member nominated by the Head of the Institution shall monitor the evaluation process.

- 16.10** For Online Courses, Students may be permitted to credit a maximum of six credits (Eg.3+3 / 3+(1+2)) with the approval of Head of the Department and Centre for Academic Courses, in lieu of professional elective courses. The Head, Centre for Academic Courses shall form a three-member committee with members as HOD and a faculty member from the Department of student, HOD of any other branch of the Institution to ensure that the student has not studied such course and would not repeat it again as Professional core/professional elective. Students shall opt for the courses offered by SWAYAM / NPTEL as well as State / Central funded Institutions OR Research Laboratories, which are in the top 50 positions in the latest NIRF ranking OR Foreign Universities within QS 300 rankings OR list of EduTech firms approved by the Institution, from time to time.

The details regarding online courses taken up by student and marks/credits earned should be sent to the Controller of Examinations in the subsequent semester(s) along with the details of the professional elective to be dropped.

Otherwise, credits earned by the students will be indicated in the semester grade sheet as well as in the consolidated grade sheet as additional credits. In such case these additional credits will not be considered for GPA/CGPA calculations.

- 16.11** National / International Professional Body Certification Courses Students may optionally undergo National/International professional certification courses, and if a student successfully completes the course, 3 credits may be allotted with prior approval from the Head - Centre for Academic Courses. If the student earns three credits, the student may drop one Professional Elective.

Otherwise, the credits earned by the student will be indicated in the semester grade sheet and in the consolidated grade sheet as additional credits. These additional credits will not be considered for GPA/CGPA calculations.

- 16.12** For Mandatory Credit courses (MCC), Evaluation shall be only through continuous assessments by the Course Instructor, with equal weightage of the marks obtained in two assessments. These credits will not be considered for GPA/CGPA calculations.

- 16.13** For Mandatory Non - Credit courses (MNC), Evaluation shall be only through continuous assessments by the Course Instructor. Upon completion of the course, it

will be indicated in the semester grade sheet and in the consolidated grade sheet.

- 16.14** Self-study Course: Students are permitted to design one 3-credit course of their interest, relevant to their domain. In such cases, a faculty coordinator will be assigned to guide the course. If a student successfully completes the course, they may seek exemption from a Professional Elective.

Otherwise, the credits earned will be indicated in the semester grade sheet as well as in the consolidated grade sheet as additional credits. In such cases, these additional credits will not be considered for GPA/CGPA calculations. Evaluation for these courses will be based on Clause 16.3 or 16.4.

- 16.15** In summary, the Break-up of Assessment Mark components for various category of courses is given in Table 2.

Table 2: Break-up of Assessment Mark components

S. No	Course Type	Marks Breakup							
		Continuous Assessments (Figures inside the brackets indicate total marks)					End Semester Examinations		
		Theory			Practical / Project		Theory	Practical / Project	
		CIAT 1	CIAT 2	Activities	Evaluation of Student's work, Observation, Record, etc., / Review for Project presentation	Lab Test		Test / Report Evaluation	Presentation & Viva
1.	Theory Courses	40%					60%		
	L – T – P – J – C								
	2 – 0 – 0 – 0 – 2	16(60)	16(60)	8(40)			60(100)		
	3 – 0 – 0 – 0 – 3								
	3 – 1 – 0 – 0 – 4								
	4 – 0 – 0 – 0 – 4								
2.	Theory with Laboratory / Theory with Project (L – T – P – J – C)								
	Type 1	25%			25 %			50%	
	1 – 0 – 2 – 0 – 2	10(30)	10(30)	5(40)	15(75)	10(25)		40(80)	10(20)
	1 – 0 – 0 – 2 – 2								
	Type 2	15 %			35 %			50%	
	1 – 0 – 4 – 0 – 3	5(30)	5(30)	5(40)	25(75)	10(25)		40(80)	10(20)
	1 – 0 – 0 – 4 – 3								
	Type 3	35 %			15 %		50%		

	2 – 0 – 2 – 0 – 3 2 – 0 – 0 – 2 – 3	15(60)	15(60)	5(40)	10(75)	5(25)	50(100)		
	Type 4 3 – 0 – 2 – 0 – 4 3 – 0 – 0 – 2 – 4	35 %			15 %		50%		
		15(60)	15(60)	5(40)	10(75)	5(25)	50(100)		
	Type 5 2 – 0 – 4 – 0 – 4 2 – 0 – 0 – 4 – 4	25 %			25 %		40%	10%	
		10(60)	10(60)	5(40)	15(75)	10(25)	40(100)	7.5(80)	2.5(20)
	Type 6 3 – 0 – 4 – 0 – 5 3 – 0 – 0 – 4 – 5	35 %			15 %		40%	10%	
		15(60)	15(60)	5(40)	10(75)	5(25)	40(100)	7.5(80)	2.5 (20)
3.	Laboratory Course L – T – P – J – C 0 – 0 – 2 – 0 – 1 0 – 0 – 4 – 0 – 2				60 %			40%	
					45(100)	15(100)		30 (80)	10 (20)
4.	Project Work				60%			40 %	
					Review 1 – 10 (100) Review 2 – 20 (100) Review 3 – 30 (100)			Report Evaluation Guide – 10 (50) External – 10(50)	Viva-Voce Internal – 10(50) External – 10(50)
5.	Internship / Industrial Training (2 Credits)	100%							
					Report 40 (100) Presentation 30 (100) Viva-Voce 30 (100)				
6.	Tamil Courses (1 Credit)	100%							
		50(50)	50(50)						
7.	Value Added Courses (1 / 2 Credits)	100%							
		50(50)	50(50)						
8.	Industry Oriented Courses (1 Credit)	100%							
		An appropriate assessment style as decided by the Industry Expert shall be made with BoS Approval							
9.	Mandatory Credit Courses (1/2/3 Credits)	100%							
		50(50)	50(50)						
10.	Mandatory Non- Credit Courses / Capsule Courses	100%							
		100(100)							

17. ADDITIONAL LEARNING

17.1 To strengthen outcome-based learning by recognising high-impact, technical achievements and integrating them into formal assessment, the students are encouraged to participate in Technical Competitions (e.g., Smart India Hackathon, Intel AI Hackathon, IEEE/ACM contests) conducted by leading organization, Industries and premier institutions at the Regional, National, International levels.

To incorporate this into academics, additional marks may be awarded to students who win such competitions, subject to approval by the Department Consultative Committee (DCC). A student may receive up to 10 additional marks, which can be added to the continuous assessment marks of one or two courses in each semester.

Alternatively, credits can be awarded to students who win prizes (Top 3 or Special Jury Award) as follows:

- 1 Credit for achievements in Regional-level events conducted by institutions ranked within the Top 200 in the NIRF rankings.
- 2 Credits for National-level events organized by institutions ranked within the Top 100 in NIRF.
- 3 Credits for International-level competitions hosted by institutions ranked within the Top 300 in the QS World University Rankings, or in AICTE's Smart India Hackathon (both Software and Hardware editions).

Maximum 3 credits or 10 continuous assessment marks may be claimed in any one semester. Credits earned shall be indicated in the grade sheet. However, the credits earned shall not be considered for computation of GPA / CGPA.

17.2 Value-Added (VA) Course(s)

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

placed before the Departmental Committee (DC) for making recommendations.

DC shall be constituted by the Head of the Institute, consisting of,

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

(iii). The recommendations of DC shall be sent to 'The Director, Centre for Academic Courses', within 30 working days from the commencement of a semester for offering VA course(s) in the subsequent academic semester. VA Course(s) once approved by the University shall be notified in the Institute website and these courses can also be offered by other Departments of the respective Institute. Post-facto approval shall not be granted by the University, under any circumstances.

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

17.3 National Cadet Corps (NCC) / National Sports Organization (NSO) / National Service Scheme (NSS) / Youth Red Cross (YRC) / Technical Club Houses (TCH) / Cultural Club Houses (CCH), is a mandatory requirement during the first year of the programme.

Students who secure prize-winning positions (Top 3) through participation in events organized by reputed institutions, organizations or industries are eligible for the following credit allocation:

- 1 Credit for achievements at the State or National level, organized by institutions ranked within the Top 100 in NIRF.
- 2 Credits for achievements at the international level, conducted by institutions ranked within the Top 300 in the QS World University Rankings.

However, the credits earned shall not be considered for the computation of GPA/CGPA.

18. PASSING CRITERIA IN A COURSE

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

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

For Project Work, a student shall secure a minimum 45% of marks in the end semester examination (Project report evaluation & Viva-Voce examination) and obtain a minimum 50% marks in total combining both 'Continuous assessments and End semester examination (Project report evaluation & Viva-Voce examination)'.

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

For 'Industry Oriented Courses', a student shall secure a minimum 50% of marks in continuous assessments.

For 'Value Added Courses' and Liberal Arts Course, a student shall secure a minimum 50% marks, as per the evaluation processes.

For Mandatory Credit courses (MCC) and Mandatory Non-credit courses (MNC), a student shall secure a minimum 50% marks, as per the evaluation processes.

- 18.2** If a student fails to secure a pass in a theory course, Laboratory/project Integrated Theory/ laboratory course (except electives), the student shall register and appear only for the end semester examination in the subsequent semester or whenever announced. In such case, the internal assessment marks obtained by the student in the regular appearance (Regular Registration) shall be retained and considered valid for first arrear appearance only as per clause 18.1. However, from the **third** arrear appearance onwards, the student shall be declared to have passed the examination if he/she secures a minimum of 50% marks prescribed for the end semester examinations alone.
- 18.3** If the course, in which the student has failed, is a professional elective or an open elective, the student may be permitted to complete the same course. In such case, the internal assessment marks obtained by the student in the regular appearance (Regular Registration) shall be retained and considered valid for first arrear appearance only as per clause 18.1. However, from the second arrear appearance, the student shall be declared to have passed the examination if he/she secures a minimum of 50% marks prescribed for the end semester examinations alone. However, one can opt for a new professional elective or an open elective course also

and shall earn the internal marks by attending the classes, completing the relevant assessments.

- 18.4** If a student is absent during the viva - voce examination in the case of Project Work, it would be considered as fail. If a student fails to secure a pass in Project work, the student shall register for the course again.

19. PUBLICATION OF RESULTS & EXAMINATION WRAPPER AND REVALUATION

- i) Publication of examination results shall be within twenty five working days from the date of completion of end semester examinations of a particular programme.
- ii) Revaluation is not permitted to the courses other than theory courses. A student can apply for revaluation of answer scripts for not exceeding 5 subjects at a time. Before revaluation, the student should get the photocopy of the answer scripts and get authentication of possible marks from the faculty handled the subject.

20. B.E./B.TECH DEGREE WITH HONOURS/ MINOR SPECIALIZATION

B.E./B.Tech. (Hons.) or B.E./B.Tech. Minor shall be offered by the Department irrespective of the number of students enrolled. The student has to enrol for these additional courses separately and pay prescribed course fee and exam fee. A student shall earn an additional 18 credits over and above the programme requirements within the curriculum. However, out of the 18 credits, a maximum of 6 credits maybe earned through online mode from SWAYAM-NPTEL platform, as approved by respective BoS of the offering department.

20.1 B.E. / B. TECH. (HONOURS)

A student shall be permitted to register for the courses from 3rd semester onwards provided the student continues to maintain a CGPA of 8.00 and above throughout their course of study and clear all the courses in the first attempt.

- i) The student shall take the courses from a specified group of Professional Electives (vertical) or from any of the verticals of the same programme and earn a minimum of 18 credits.
- ii) If a student decides not to opt for Honours, after completing certain number of additional courses, such additional courses studied shall be considered instead of the Professional Elective courses which are part of the curriculum or as the additional credits over and above the credit requirements of the Programme.

- iii) If the student has failed in the additional credit courses or faced shortage of attendance, such courses and details will not be printed in the grade sheet.

20.2 B.E. / B. TECH. MINOR WITH SPECIALIZATION IN ANOTHER DISCIPLINE

A student shall be permitted to register the courses from 3rd semester onwards provided student continues to maintain a CGPA of 8.00 and above throughout their course of study. The student should have earned additionally a minimum of 18 credits in any one of the verticals offered from other Engineering

Disciplines/Science and Humanities/Management

- i) If a student decides not to opt for Minor, after completing a certain number of courses, the additional courses studied shall be considered in place of Open Elective courses, if applicable and remaining courses shall be printed on the grade sheet (as additional courses), and not be considered for calculation of CGPA.

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

21. LETTER GRADES AND GRADING POLICY

21.1 RELATIVE GRADING

Relative grading will be applicable to only those students who have passed the course (Theory, Laboratory / Project Integrated Theory, Continuous assessments only courses) as per the passing requirements listed in Clause (18). The marks of the students who have passed shall be inputted in the software for relative grading. The software normalizes the results using BOX- COX transformation and computes the grade range for each course separately and awards grade to each student

For the process of relative grading, the student strength for the course must be greater than 30. However, if the students' strength is less than or equal to 30 then absolute grading system is adopted.

Also, for laboratory / Project work courses absolute grading will be processed. Relative Grading: For reporting the performance of a candidate, letter grades, each

carrying certain number of points, will be awarded as given in Table 3

Table 3: Relative Grading – Letter Grades

Sl. No.	Letter Grade	Grade Points
1	O (Outstanding)	10
2	A+ (Excellent)	9
3	A (Very Good)	8
4	B+ (Good)	7
5	B (Average)	6
6	C (Satisfactory)	5
7	RA (Reappearance)	0
8	SA (Reappearance due to Short of Attendance)	0
9	AB (Reappearance due to absence)	0
10	Withdrawal from examination	0
11	Pass in Mandatory-non- credit and Credit Courses	0
12	Fail in mandatory-non- credit and Credit Courses	0

21.2 ABSOLUTE GRADING:

For the courses in which absolute grading is done, the performance of a candidate shall be reported in the form of letter grades. Each letter grade corresponds to a specific grade point and is awarded based on the percentage of marks obtained by the candidate in each subject, as per the mark range specified in Table 4.

A student is deemed to have passed and acquired the corresponding credits in a particular course if he/she obtains any one of the following grades: "O", "A+", "A", "B+", "B" C". Reappearance registration is mandatory for that course for which "RA", "AB", "SA" is obtained.

For Mandatory Non-Credit and Mandatory Credit Courses, grades are awarded as either Pass (P) or Fail (F). A student shall be awarded the Pass (P) grade if they meet the attendance requirements applicable to other credit courses and secure at least 50% marks in Continuous Assessment. If these conditions are not met, the student shall be awarded the Fail (F) grade.

Grades obtained in Mandatory Non-Credit and Mandatory Credit Courses shall not be included in the calculation of GPA/CGPA.

Table 4: Absolute Grading - Letter Grade and mark range

Sl.No.	Range of percentage of total marks	Letter Grade	Grade Points
1	91 – 100	O (Outstanding)	10
2	81 – 90	A+ (Excellent)	9
3	71 – 80	A (Very Good)	8
4	61 – 70	B+ (Good)	7
5	56 – 60	B (Average)	6
6	50 – 55	C (Satisfactory)	5
7	<50	RA (Reappearance)	0
8	Shortage of Attendance	SA	0
9	Absent	AB (Reappearance due to absence)	0
10	Withdrawal from examination	W	0
11	Pass in Mandatory Non- Credit and Credit Courses	P	0
12	Fail in Mandatory Non- credit and Credit Courses	F	0

21.3 GRADING FOR NON-MANDATORY COURSES

The grades O, A+, A, B+, B and C obtained for Value Added Courses, Industry Oriented Courses, Liberal Arts Courses and Online courses (MOOC) shall figure in the grade sheets. The other grades RA and SA will not figure in the grade sheet for such a course.

22. GRADE SHEET

After the declaration of results, Grade Sheets will be issued to each student. The Grade Sheet shall contain the following details:

- (a) List of courses completed under Honours., Minor and any other additional courses in which the student has passed with the grades under the title Additional Courses.

- (b) The Grade Point Average (GPA) for the semester shall be calculated considering only the courses prescribed in the curriculum (not the additional courses)
- (c) The Cumulative Grade Point Average (CGPA) shall be computed based on all the courses prescribed in the curriculum and registered from the first semester onwards, excluding additional courses. However, for students who have successfully fulfilled the requirements of B.E. / B.Tech. (Honours) and B.E. / B.Tech. (Minor) as per Clause 20, the grades obtained in the six additional courses shall also be considered for the computation of CGPA.

During each semester, the Grade Point Average (GPA) shall be computed using the list of curricular courses registered for that semester (excluding additional courses), along with the grades obtained in each of those courses.

The Grade Point Average (GPA) for a semester is calculated as the ratio of the sum of the products of the credits assigned to each course and the corresponding grade points earned, to the sum of the credits for all the courses registered in that 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.

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

where

- C1, C2, C3, C4 and C5 Subject credits
- g1, g2, g3, g4 and g5 students' grade points in these courses respectively

23. ELIGIBILITY FOR THE AWARD OF DEGREE

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

- i) Successfully completed all the semesters, registering required courses, gained required number of credits as specified in the curriculum corresponding to the programme within the stipulated time.
- ii) Successfully completed the NCC / NSS / UBA / SPORTS & GAMES / YRC / Technical Clubs / Cultural Clubs requirements.

- iii) No disciplinary action pending against the student.
- iv) Award of Degree must have been approved by the University.

24. CLASSIFICATION OF DEGREE

The awarding of degrees to eligible students shall be in accordance with the criteria prescribed by the University. The current criteria and classification for the award of degrees are as follows:

24.1 FIRST CLASS WITH DISTINCTION

A student who satisfies the following conditions shall be declared to have passed the examination in First Class with Distinction (refer table 5).

24.2 FIRST CLASS

A student who satisfies the following conditions shall be declared to have passed the examination in First Class (refer the table 6).

Table 5: Classification for the award of the B.E/ B. Tech. degree in First class with Distinction

Degree	Duration of programme	Duration permitted	Additional credits above the requirement of curriculum	CGPA	Pass in	Break of study included in the duration permitted	Prevention to write end semester examination	Withdrawal from writing End Semester Examination
Regular	4 years	5 years	-	8.50	First attempt	1-year	Not permitted	Will not be considered as an attempt
Lateral Entry	3 years	4 years	-	8.50	First attempt	1-year	Not permitted	Will not be considered as an attempt
Honours	3/4 years (Lateral entry, Regular respectively)	4/5 years (Lateral entry, Regular respectively)	18 credits from any of the verticals of same Programme	8.50	First attempt	1-year	Not permitted	Will not be considered as an attempt
Minor	3/4 years (Lateral entry, Regular respectively)	4/5 years (Lateral entry, Regular respectively)	18 credits from any one vertical of other Programme	8.50	First attempt	1-year	Not permitted	Will not be considered as an attempt

24.3 SECOND CLASS

Students pursuing B.E./B.Tech. under Regular Mode, Lateral Entry Mode, or with a Minor Specialisation in another discipline, and who are not covered under the classifications specified in Table 5 and Table 6, but who qualify for the award of the degree, shall be declared to have passed the examination in Second Class.

Table 6: Classification for the award of the B.E/ B. Tech. degree with First class

Degree	Duration of programme	Duration permitted	Additional credits above the requirement of curriculum	CGPA	Pass in	Break of study included in the duration permitted	Prevention to write End Semester Examination	Withdrawal from writing End Semester Examination
Regular	4 years	5 years	-	6.50	-	1-year	Included in the duration permitted	Will not be considered as an attempt
Lateral Entry	3 years	4 years	-	6.50	-	1-year	Included in the duration permitted	Will not be considered as an attempt
Honours	3/4 years (Lateral entry, Regular respectively)	4/5 years (Lateral entry, Regular respectively)	18 credits from any of the verticals of same programme	7.50	First attempt	1-year	Not permitted	Will not be considered as an attempt
Minor	3/4 years (Lateral entry, Regular respectively)	4/5 years (Lateral entry, Regular respectively)	18 credits from any one vertical of other programme	7.50	-	1-year	Included in the duration permitted	Will not be considered as an attempt

25. AWARD OF DEGREE

The Academic Council of the institution will approve the award of Degree to all eligible students. The Provisional Certification and Degree will be issued by Anna University, Chennai while the consolidated Grade Sheet will be issued by the institution.

26. ACADEMIC AUDIT

The Head, Centre for Academic Courses shall initiate the academic audit process twice a year, with the coordination of the Head of the Department, by inviting external expert(s) approved by the Head of the Institution. Academic audit shall cover (not limited to),

- 26.1 Adherence to the academic schedule, course plan, coverage, quality of question papers, maintenance of laboratory experimental set ups, assignments and conduct of practical classes.
- 26.2 Co-curricular and extra-curricular activities available for students, the monitoring mechanism of activity points to be earned by the students.
- 26.3 The quality criteria prescribed by statutory / Institute bodies.
- 26.4 Based on the audit report, an Action Taken Report shall be presented by the Head of the Department to the Internal Quality Assurance Cell (IQAC) of the

Institution, as part of the continuous improvement process.

- 26.5 The academic records of students and documents related to Undergraduate programmes of a particular batch shall be retained in the respective department for a period of one year following the completion of the programme duration.

27. GUIDANCE & COUNSELLING CELL

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

28. PREVENTION OF SEXUAL HARASSMENT (POSH) CELL

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

29. SC / ST CELL

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

30. INSTITUTE ACADEMIC AFFAIRS COMMITTEE

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

- Head of the Institute – Chairperson
- Faculty Representatives – All the Head of the Departments.
- Student Representatives – Two student representatives from each year and one shall be a girl student.

- Member Secretary – A faculty member in the cadre of Professor / Associate Professor to be nominated by Head of the Institutions.
- (ii). The first meeting of IAAC shall be conducted within 'SEVEN' working days from the commencement of academic session. The second IAAC meeting shall be conducted after the first assessment period and third meeting shall be conducted before 'TEN' working days, from the last date of Academic session.
- (iii). Major responsibilities of IAAC include;
- a) Addressing difficulties experienced by students in the classroom and in the laboratories, if any.
 - b) Analysing the academic performance of the students after each assessment test and finding ways and means of improving the performance of the students.
 - c) Minutes of the Meeting shall be prepared and recorded.
 - d) Communication of minutes of each meeting to the faculty members, students and other stakeholders.
 - e) The IAAC shall ensure the highest standards of academic integrity and adopt utmost transparency.
 - f) Identification of areas for academic support to the students and recommend remedial measures.
 - g) Any Points requiring action from the University shall be brought to the notice of the Director, Academic Courses, through the respective Head of the Institution, for necessary action.

27. DISCIPLINE

- i) Every student is expected to follow the rules and regulations laid down by the Institute, affiliating University and the Government, as published from time to time.

Any violations, if any, shall be treated as per the procedures stated thereof.
- ii) If a student indulges in malpractice in any of the Semester Examinations / Continuous Assessments, he / she shall be liable for punitive action as prescribed by the Institution / University from time to time.

28. NON ACADEMIC CREDIT COURSES:

Students will be encouraged to enroll in any one of the personality and character development programmes (NCC/NSS/Sports/YRC/Clubs/Extension Activities). Every Student should undergo at least any one of the courses in every semester from 1st to 6th. Every semester the students should submit minimum of 6/8 participation certificates. One winning certificate can be considered as three participation certificates. If any student participated or won in National or International level with recommendation of Dean and Approval of Principal mandatory courses can be considered for equivalence of certificate. If any student is unable to complete these courses in a particular semester, with the due approval of Head of Institution they can move to next semester provided the back log certificates to be submitted within 7th semester.

29. REVISION OF REGULATIONS, CURRICULUM AND SYLLABI

The Institution reserves the right to revise/amend/change the Regulations, Curriculum, Syllabi, Scheme of Examinations and date of implementation through the Academic Council and to introduce additional Courses through the respective Boards of Studies.
