GOJAN SCHOOL OF BUSINESS AND TECHNOLOGY

(An Autonomous Institution)

(Affiliated to Anna University, Chennai / Approved by AICTE, New Delhi, Accredited by NAAC)

CHENNAI – 600 052

ACADEMIC REGULATIONS 2026

POSTGRADUATE PROGRAMMES (PG)

Academic Planning Committee

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M.B.A. Programmes (Full-Time)

Applicable to the students admitted in M.B.A. Programmes,

from the Academic year 2026 – 2027

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1. Title

These regulations shall be called as 'Academic Regulations 2026 (GSBT)'. In short, it is referred as 'AR2026-PG(GSBT)'.

2. Scope

2.1. The regulations provided herein shall apply to the students admitted in the Postgraduate (PG), M.B.A. Programmes, offered in Gojan School of Business and Technology Affiliated to Anna University, Chennai from the Academic year 2026 – 2027.

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

3. Definitions

3.1. **'Institution'** means 'GOJAN SCHOOL OF BUSINESS AND TECHNOLOGY, REDHILLS'-GSBT.

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

a) learn at their convenient pace.

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

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

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

3.3. **'Programme'** means Degree Programme (i.e) M.B.A. Degree Programme.

3.4. **'Discipline'** means Branch of M.B.A Degree Programme, like Finance, Operations etc.,

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

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

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

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

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

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

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

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

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

3.14. **'Head of the Institution**' means the Principal of the Institution

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

3.16. **'Department Academic Committee (DAC)'** means the Committee constituted by the Head of the Institution to look after academic and development activities of the Institution.

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

3.18. **'Controller of Examinations'** means the Officer of the Institution responsible for all the Institutional activities related to examinations.

3.19. **Academic Planning Committee (APC)'** means the Officer of the University who is responsible for all the activities in connection with academic regulations, curricula, syllabi & academic schedule for all the academic programmes and other academic activities, from time-to-time.

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

3.21. **'Syndicate'** means the apex governing body of the University.

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

4. Admissions, Mode of Study, Programmes offered

4.1. Candidates for admission to the first semester of the Postgraduate Degree Programme shall be required to have passed an appropriate Under-Graduate Degree Examination of Anna University or equivalent as specified under qualification for admission as per the Common Engineering Admission Procedure (CEAP 2026) criteria. This is applicable for students admitted both under Single Window Counselling process and through the Management Quota. 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.

4.2. 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.

4.3. The admission of a student, who fails to submit the prescribed documents by the above-said date in Clause 4.2, 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.

4.4. All Part-Time candidates should satisfy other conditions regarding Experience, Sponsorship etc. that may be prescribed by the University from time to time.

4.5. **P.G. Programmes Offered**

1. M.B.A. (FT)

4.6. **Modes of Study**

(i) Full-Time Mode:

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

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

5. Programme Structure

5.1. Curriculum

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

5.2. Programme Duration

(i). Duration of the programme is TWO years (Four 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 'TWO' years.

(ii). Duration of the programme is THREE years (Six Semesters) for a student admitted to PG (Part Time) 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 'THREE' years.

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

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

(iii). After programme completion if there are any arrear course(s), a student shall be permitted to successfully complete the same, within 'FOUR' years (for Full-Time) and 'SIX' years (for Part-Time). This maximum duration for successful completion shall be reckoned from the commencement of first semester of the programme.

(iv). In case of a student prevented from appearing in the end semester examination in all the courses of a semester due to shortage of attendance, the period of prevention shall be treated as a break in the programme. In such a case, total duration for completing the programme including all such prevention periods shall not exceed the above-said 'FOUR' years (for Full-Time) and 'SIX' years (for Part-Time).

5.3. **Course Categories**

M.B.A. Programme will have a curriculum consisting of theory and practical courses, with prescribed syllabi as categorized below:

I. **Basic Science (BS)** include courses such as Mathematics.

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

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

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

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

V. **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.

VI. **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.

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

5.4. **Medium of Instruction**

Medium of Instruction for M.B.A. program is 'English'.

5.5. **Assignment of Credits**

(i). Each course is assigned with credits with respect to contact hours as given in Table1

Table 1 – Credits for Contact Hour(s)

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

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

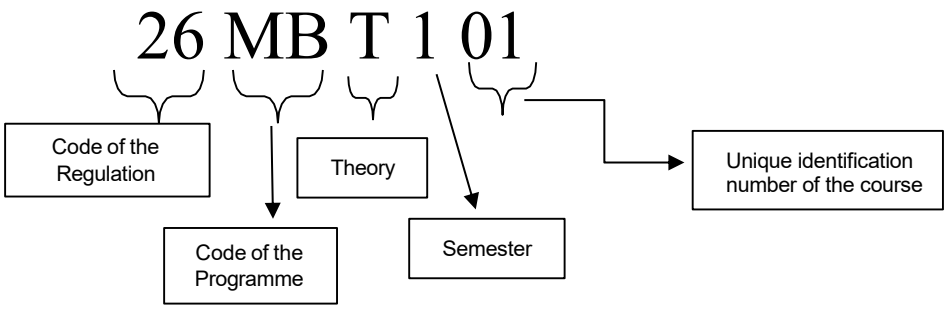
(iii). ONE credit is assigned to 'SWAYAM / NPTEL' courses for every 'FOUR WEEKS' duration.

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

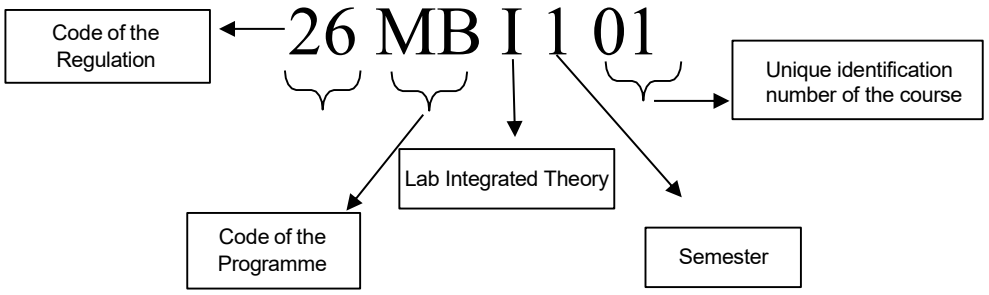
5.6. **Course Code**

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

- For example, in M.B.A. Master of Business Administration programme, a particular ES (PC) offered in the first semester is denoted as



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



6. Academic Calendar

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

7. Mentoring & Statutory Support for Students

7.1. Faculty Advisor

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

- ❖ Discuss what the student already knows about the University system and give the students relevant information, especially in the beginning of the student's academic programme.
- ❖ Review courses already taken and those offered in the upcoming semester.
- ❖ Serve as a guide to the students in their course selection.
- ❖ Serve as a liaison between students and course instructors on many academic matters including learning disabilities, language barriers, etc.
- ❖ Review students' academic progress at least once a semester.
- ❖ Identify cases where the students' performance is deteriorating. Discuss with the student and suggest avenues for improvement / support.
- ❖ Provide the details about scholarship, placement, co-curricular and extra-curricular activities of the students.
- ❖ Coordinate with other academic bodies, if needed.

7.2. **Grievance Cell**

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

1. Head of the Institution – Chairperson
2. Faculty Representatives – Three faculty members in the cadre of Professor / Associate Professor from different departments and among them one shall be a woman faculty member.
3. Student Representatives – Two student representatives preferably from final year or third year students, and one shall be a girl student.
4. Member Secretary – A faculty member nominated by the Head of the Institution to coordinate the Cell. Students shall approach this Committee in the event of academic as well as non-academic grievances. This Committee shall be constituted by the respective Head of the Institution and the tenure of the faculty representatives and member secretary shall be for a period of one academic year.

7.3. **Guidance & Counselling Cell**

Guidance and Counselling' 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.

7.4. **Prevention of Sexual Harassment (POSH) Cell**

POSH Cell in our institution shall be established to ensure a safe and secure working / studying environment for Girls and Women.

7.5. **SC / ST Cell**

A separate cell is functioning in the University to safeguard the rights and privileges of the students, belonging to SC / ST category. This cell also informs the students about the various scholarships and fellowships and encourages them to apply for relevant ones.

Department Academic Committee (DAC)

(i). The Department Academic Committee (DAC) shall function under the Chairpersonship of Head of the Institution. This mandated Committee shall be

constituted by Head of the Institution and its composition shall be as follows;

- ❖ Head of the Institution – 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 DAC shall be conducted within 'SEVEN' working days from the commencement of academic session. The second DAC 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 DAC 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 DAC 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 APC, through the respective Head of the Institution, for necessary action.

8. Class Timings

The classes are usually scheduled between 08:30 AM to 05:00 PM with necessary recesses and lunch break. Regular classes are scheduled 5-days in a week, from Tuesday to Saturday. The course instructors may also schedule some additional classes / exams / activities with prior approval of the respective Head of the Institution.

9. Registration of Courses

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

9.2 Registration of courses shall be only through the web-based system within the prescribed dates as per the Academic Calendar. The submitted registration will be considered auto approved and hence students are advised to carefully complete the registration process. Responsibility for completion of the registration process on time, rests with the student and the student shall approach the Head of the Department / Head of the Institution concerned, for any clarifications.

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

9.4 Students shall register the courses in a semester, subject to the maximum credit limit of 36 per semester, that includes courses Shortage of Attendance.

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

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

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

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

9.7 A student can choose all the PE Courses either from one of the Streams or a combination of courses from more than one Streams in a semester. Minimum registration of 25% students is required to offer a PE course and OE course.

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

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

9.10 Value-Added (VA) Course(s)

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

(ii). Syllabus content, timetable and faculty for conduct of VA course(s) shall be placed before the Departmental Committee (DC) for making recommendations. DC shall be constituted by the Head of the Institution, 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 Academic Planning Committee (APC)', 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 Institution website and these courses can also be offered by other Departments of the respective Institution. 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.

9.11 Off Campus (OC) Course(s)

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

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

a) By SWAYAM / NPTEL portal.

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

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

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

(iii). Maximum number of courses that a student can undergo is 'THREE' for the above clause 9.11 (ii) a) – d). Number of courses that can be registered shall not exceed 'TWO' per semester, subject to the maximum credit limit of 36, in a semester.

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

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

(vi). Advancement of courses, if any shall be permitted as per Clause 9.5.

10. Attendance Criterion

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

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

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

$$\%\ \text{of Overall Attendance} = \frac{(ATT1 + ATT2 + ATT3 + ATT4 + ATT5 + ATT6)}{Total\ No.of\ Classes\ conducted\ for\ SIX\ courses} \times 10$$

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

$$\%\ \text{of Overall Attendance} = \frac{Actual\ No.of\ periods\ attended\ in\ all\ registered\ courses\ (AP)}{Total\ No.of\ periods\ conducted\ in\ all\ registered\ courses\ (TP)} \times 10$$

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

Attendance (%)	80 – 84%	85 – 89%	90 – 95%	96 – 100%
Marks	2	3	4	5

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

10.4. For medical reasons, if a student is not able to attend classes, 'Medical Certificate' shall be furnished to the Head of the Institution concerned, within 5 days from the date of reporting back for class work. In the event of student not able to secure 80% attendance, but has at least 70% attendance, such 'Medical Certificate' shall be considered, with the approval of the respective Head of the Institution. In this case, the overall percentage of attendance in all the registered courses in a semester is calculated from clause 10.2 of this regulation with inclusion of 'number of periods during the medical emergency (MEP)' as below;

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

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

10.5. Under any circumstances, medical certificate(s) submitted after the due date, as stipulated in Clause 10.4 shall not be accepted and in this case, % of attendance of the student is calculated as given in Clause 10.1.

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

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

10.8. 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.

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

11. Break of Study

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

11.2 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.

12. Unauthorised Absence

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

13. Re-joining the Programme

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

14. Disciplinary Proceedings

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

Institution consisting of following members;

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

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

15. Vacation

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

16. Teaching & Evaluation

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

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

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

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

(ii). One-credit theory courses shall be evaluated exclusively through Continuous Assessment (CA) (Internal Examination), and no End Semester Examination shall be conducted. The Internal Examination shall be carried out for a maximum of 100 marks based on the evaluation methodology prescribed by the Institution. The marks awarded through the Continuous Assessment alone shall be considered for the declaration of results and the award of the course credit.

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

Assessment – I		**Assessment – II**		**Assessment – III**		**Total**
CA-I	**Activity-I**	**CA-II**	**Activity-II**	**CA-III**	**Activity-III**	
15%	05%	15%	05%	40%	20%	100%

Table 3 – Weightage for Theory Courses

Continuous Assessment	**Attendance Percentage**	**End Semester Examination**	**Total**
35%	05%	60%	100%

(iii). End semester examination shall be conducted for 100 marks for a duration

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

(i) Continuous assessment comprises of three IEs for theory part and a minimum of one IE for practical portion. For each IE activities such as; assignments, group assignments, quizzes, etc, shall be completed as prescribed in the respective

course syllabus. The assessment of laboratory practical component will be based on turn-to-turn supervision of the student's work, performance in laboratory practical test (Mid-term). Rubrics for laboratory practical component shall be arrived in the common course Committee at the beginning of the semester. Details of weightage for theory and practical component with respect to credits are presented in Table 4.

Table 4 – Weightage for Continuous Assessments in LIT Courses

S.No.	L-T-P	C	Assessment – I		Assessment – II		Assessment – III		Practical	Total
			CA-I	Activity-I	CA-II	Activity-II	CA-III	Activity-III		
1.	1-0-2	2	5%	2.5%	5%	2.5%	10%	5%	20%	50%
2.	1-0-4	3	2.5%	2.5%	2.5%	2.5%	5%	5%	30%	50%
3.	2-0-2	3	7.5%	2.5%	7.5%	2.5%	15%	5%	10%	50%
4.	3-0-2	4	7.5%	2.5%	7.5%	2.5%	15%	5%	10%	50%
5.	2-0-4	4	5%	2.5%	5%	2.5%	10%	5%	20%	50%
6.	3-0-3	4.5	7.5%	2.5%	7.5%	2.5%	15%	5%	10%	50%
7.	3-0-4	5	7.5%	2.5%	7.5%	2.5%	15%	5%	10%	50%

(ii) End semester examination shall be conducted for 100 marks with a duration of THREE hours with a weightage as provided in the Table 5.

Table 5 – Weightage for End Semester Examinations in LIT Courses

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

Table 6 – Weightage for LIT Courses

Continuous Assessment	Attendance Percentage	End Semester Examination	Total
45%	05%	50%	100%

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

(i). Continuous assessments will be based on turn-to-turn supervision of the student's work, submission of observation notebooks, activities as prescribed in the syllabus content of the respective course. Rubrics for each laboratory course shall be arrived by the course instructor, with approval of the Head of the Department concerned, at the beginning of the semester. Weightage for continuous assessment is given in Table 7.

Table 7 – Weightage for Continuous Assessment in Laboratory (L) Courses

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

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

16.6 ***For 'Project Work',*** evaluation shall be through continuous assessments and end semester examination. Continuous assessment shall have the weightage of 60% & End semester practical examination shall have the weightage of 40%.

(i). The project work for M.E. / M.Tech. Programmes consist of Project Work–I and Project Work–II. The Project Work–I is to be undertaken during Semester III and Project Work–II, is to be undertaken during Semester IV.

(ii). In case of students of M.E. / M.Tech. Programmes not completing Project Work-I of project work successfully, the students can undertake Project Work-I again in the subsequent semester. In such cases the students can enroll for Project

Work- II, only after successful completion of Project Work-I.

(iii). Project work shall be carried out under the supervision of a "qualified teacher" in the Department concerned. In this context "qualified teacher" means the faculty member possessing (i) PG degree with a minimum of 3 years experience in teaching or (ii) Ph.D. degree.

16.6.1 ***For Project Work in industry/academic institution of repute/ research institutions***

A student may, however, undergo Project Work-II (M.E./M.Tech. Programme) and final year project work (M.C.A & M.B.A.) in industry/academic institution of repute offering PG programmes in Engineering/Technology (other than affiliated colleges of Anna University)/research institutions for a minimum of 16 weeks during the final semester. In such cases, the students shall undergo the Project Work-II and final year project work with the approval obtained from the Head of the institution.

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

16.6.2 ***For 'Internship cum Project Work'***, a student who are selected for the internship, shall work in a project in the industry concerned that mandatorily requires an internal guide & external guide. On receipt of the intimation letter / email regarding the internship, the Head of the Department concerned shall nominate a Guide and Co-Guide (if required), for smooth progression of the works and the list of such students' details shall be submitted to the Head of the Institution concerned.

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

(ii). An external guide shall be identified at the time of offering the internship to the students by the industry concerned and the external guide has to interact with the internal guide / co-guide at regular intervals for formulation, monitoring and

completion of the project work. External guide shall be a review Committee member for evaluating the progress of the work and performance of the student(s). Bona fide certificate for the completion of the 'Internship cum Project Work' shall be approved by both internal guide(s) and external guide.

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

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

(v). Students who are undergoing 'Internship cum Project Work' in the industries located in the vicinity of the Institution (60 km from the Institution) shall attend the review in physical mode. Whereas those students who undergo 'Internship cum Project Work' in the industries located beyond 60 km from the Institution shall be allowed to attend the review, either in physical or online mode. Importantly, the external guide shall attend the review, either through online or physical mode.

(vi). Evaluation of 'Internship cum Project Work' is as per Clause 16.6.

16.7 The deadline for submission of final Project Report (Project Work-II for M.E./M.Tech. programmes or final project work for M.C.A. / M.B.A. programmes) is 60 calendar days from the last working day of the semester in which project work / thesis / dissertation is done. However, the Project Work-I in the case of M.E. / M.Tech. programmes shall be submitted within the last working day of the semester as per the academic calendar published by the University.

16.8 **Evaluation of Project Work**

(i). The evaluation of Project Work for Project Work-I & Project Work-II in the case of M.E. / M.Tech. and Project Work of M.C.A shall be done independently in the respective semesters and marks shall be allotted as per the weightages given in Clause (ii).

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

Student(s) shall submit a project report and defend it in front of a panel of examiners to evaluate students' performance. Evaluation of Project thesis report shall have the weightage of 20% and the final viva-voce examination shall have the weightage of 20%. Break-up of marks with weightage for continuous assessment and end semester examinations is presented in Table 8. For conduct of the viva-voce examination, one internal from the respective department and one external examiner shall be nominated by the Controller of Examinations.

Table 8 – Weightage for Continuous Assessment & End-Semester Examination for Project Work

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

(iii). The Project Report prepared according to approved guidelines as given by the Academic Planning Committee (APC) and duly signed by the supervisor(s) and the Head of the Department concerned shall be submitted to the Head of the Institution.

16.9 **(i) Practical / Industrial Training, Summer Project**, if specified in the Curriculum shall not exceed the maximum duration of 4 weeks and should be organized by the Head of the Department for every student. At the end of Practical / Industrial Training,

Summer Project, the student shall submit an Attendance certificate from the organization where he/she has undergone training and also a brief report. The evaluation for 100 marks will be carried out internally based on this report and a viva-voce Examination will be conducted by a Departmental Committee constituted by the Head of the Institution. The attendance certificate submitted by the students shall be attached to the mark list sent by the Head of the Institution to the Controller of Examination.

(ii) Technical Seminar / Seminar, Case study

The Technical Seminar / Seminar / Case study course is to be considered as purely INTERNAL (with 100% internal marks only). Every student is expected to present a minimum of 2 seminars per semester before the evaluation Committee and for each seminar marks can be equally apportioned. A three-member Committee appointed by Head of the Institution consisting of course coordinator and two experts from the Department, 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%).

16.10 ***For 'Internship / Industrial Training'***, a student shall undergo 'Internship / Industrial Training' for a period as stipulated in the respective curriculum of the Programme. The industry in which the student proposes to undergo Internship / Industrial Training, shall involve in Design / Fabrication / Production / Manufacturing / Testing / Research & Development / Services, etc. in alignment with the fields related to the programme. After completion of the Internship / Industrial Training, the student shall submit a report, describing the observations, skills acquired, usefulness, etc., along with the attendance certificate issued by the industry concerned. Evaluation shall be carried out by the Committee comprising of three faculty members, and a representative from the industry concerned (preferably Unit Head) constituted by the respective Head of the Department and one among the faculty shall be nominated as the coordinator. Marks are awarded to the students based on the evaluation with the weightage of 40% for report evaluation, 30% weightage for presentation and 30% weightage for viva-voce examination (out of which 10% marks from the industry concerned), as presented in Table 9. In case of pre-occupation of the industry representative for the conduct of viva-voce examination, then the marks awarded by the representative shall be obtained through email.

Table 9 – Weightage for Continuous Assessment of Internship / Industrial Training

Report	Presentation	Viva-Voce
40%	30%	30%

16.11 ***For 'Mini-Project',*** an academic activity as part of the curriculum, a student or a group of students shall undergo the practice of doing theoretical or experimental works for understanding the concepts elaborately. A review Committee shall be constituted by the respective Head of the Department, consisting of three faculty members viz. an internal expert, coordinator and respective supervisor for periodical reviews. Performance of the students is assessed by this Committee only through continuous assessments, which include three reviews. Weightage is 25% each for the first two reviews and 50% for the third review as given in Table 10. Student(s) shall submit a report in the prescribed format within the deadline as specified by the Head of the Department. This Committee evaluates the project report submitted by the student(s) with a weightage of 30% out of 50% and conduct viva-voce examination with a weightage of 20% out of 50%, in the third review.

Table 10 – Weightage for Assessment of Mini Project

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

16.12 **Industry Oriented Course (IOC)**

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

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

(iii). Course content of IOC shall be framed by the identified industrial expert in

consultation with the department concerned. A faculty member shall be nominated as coordinator by the respective Department. Content shall be of trans / multidisciplinary in nature, with practical applications such as case studies, standards, certifications, etc.

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

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

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

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

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

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

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

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

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

16.13 **Self-Learning Course (SLC)**

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

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

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

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

16.14 In summary, the weightage for Continuous Assessments & End Semester Examination for various category of courses is given in 'Table 11' as follows.

Table 11 – Summary of Weightages for Continuous Assessments & End Semester Examination for various category of courses

S. No.	Type	Continuous Assessments	End-Semester Examinations
1.	Theory	40%	60%
2.	Laboratory Integrated Theory	50%	50%
3.	Laboratory	60%	40%
4.	Project Work I / Project Work II & final Project Work	60%	40%
5.	Internship / Industrial Training / Practical Training / Summer Project / Seminar	100%	---
6.	Mini-Project	100%	---
	Type / Category		
7.	Laboratory Integrated Theory / SD (IOC only)	100%	---

16.15 **Passing Criteria in a Course**

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

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

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

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

(iv). ***For Mini Project***, student shall secure a minimum 50% of marks in the continuous assessments through three reviews, as given in Clause 16.111.

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

(vi). ***For 'Self-Learning Course'***, student shall secure a minimum 50% of marks as per the evaluation processes, prescribed by Institution / Firm / Company offering the

SLC. However, in the case of courses offered by NPTEL / SWAYAM, the student shall secure a minimum 40% of marks. Published result of the SLC obtained from the source of learning shall be submitted by student concerned to the respective Head of Department through Head of the Institution, after completion of the course. Marks obtained by a student in the SLC shall be converted to an equivalent grade, adopting the procedure as prescribed in Clause 17.2 of this regulation. In the case, grade point is awarded to SLC and in such case, an equivalent new grade shall be arrived by converting the grade points secured by the student on 10-point scale and a new equivalent grade shall be awarded as per Clause 17.1 of the regulations. If the decimal of grade point is equal or greater than to 0.50, then the grade point shall be rounded-off to next **higher** integer. If the decimal of grade point is less than to 0.50, the grade point shall be rounded-off to integer of grade point. For example, 1, if a student secures a grade point of 3.4 on 4-point scale, then the grade point on 10-point scale shall be 8.50 and rounded-off to 9. Hence, the new equivalent grade for grade point '9' is 'A' as per Clause 17.1 of the regulations. For example, 2, grade point secured by a student is 3.6 out of 7-point, then the grade point on 10-point scale shall be 5.14 and rounded-off to 5. Hence, the new equivalent grade is for grade point '5' is 'C'.

(vii). ***For 'Off Campus Courses'***, student shall submit the result of these courses to the Head of the Institution, after successful completion of the course(s), within a week's time from the date of publication of the results. Marks obtained by a student in the course(s) shall be converted to equivalent Grade, adopting the procedure as prescribed in Clause 17.2 of this regulation. In the case where grade point is awarded to Off Campus Courses, a new equivalent grade shall be awarded as described in Clause (vi).

(viii). ***For 'Value Added Courses'***, a student shall secure a minimum 50% marks, as per the evaluation processes, prescribed by the approved Firm / Company offering the VAC. Grade shall be awarded as prescribed in Clause 17.2 of the regulations. Credits earned shall not be considered for computation of CGPA.

16.16 **Publication of Results and Revaluation**

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

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

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

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

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

16.17 **NOT SATISFYING 'PASSING' CRITERIA**

A student who has not satisfied the passing conditions in,

(i). ***Theory, Laboratory Integrated Theory, & Laboratory courses***, student has to reappear in the 'End Semester Examination' in the subsequent semester(s). In such case, the continuous assessment marks obtained in the first appearance shall be retained and considered valid for all subsequent attempts till the student secures a pass. However, from the third attempt onwards if a student fails to obtain pass marks (Continuous Assessments + End Semester Examination) as per clause 16.16, then the student shall be declared to have passed the examination if the student secures a minimum 50% of total marks in the end semester examinations alone.

(ii). ***Project Work or Practical Training or Internship / Industrial Training or Summer Internship / Mini Project***, a supplementary viva-voce examination shall be conducted within a minimum period of 30 days from the date of publication of results. If the student is not able to successfully complete the course in the supplementary examination, then the student has to repeat the course in the ensuing semester.

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

(iv). ***Self-Learning Course***, student shall register for the same course or one from other two courses opted by the student in the same semester itself within one week from the date of declaration of result, with prior intimation to the respective Head of the Institution. If the student is still unable to successfully complete any one of the SLCs within the semester, the student shall opt for the same courses in the subsequent semester or submit a list of alternative three SLCs again and obtain the approval APC adhering to Clause 16.13 (iii) of this regulation.

17. Grading of Courses

17.1 The grades and corresponding grade points are given in Table 12.

Table 12 – Grading of Courses

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

17.2 Absolute grading system shall be followed for all category of courses. Range of marks for corresponding grades is presented in Table 13.

Table 13 – Range of Marks for Grades

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

For courses categorized under OC, SL & VA, absolute grading system shall be followed as given in 'Table 13' and for NPTEL / SWAYAM courses alone, the corresponding range of marks for each grade is presented in Table 14.

Table 14 – Range of Marks for grading of NPTEL courses

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

18 Calculation of Grade Point Average (GPA) / Cumulative Grade Point Average (CGPA)

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

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

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

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

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

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

18.6 If a student opts to drop PE Courses(s) as per the Clause 9.6, this appearance in the particular PE Course shall be considered as an appearance for the purpose of classification of degree.

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

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

$$\%\ of\ Marks = CGPA \times 10$$

19 Award of Degree

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

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

19.2 The award of Degree shall be approved by the 'Syndicate'.

19.3 A student, who fulfils the following criteria shall be shall be declared to have successfully completed the degree programme classified under **'First Class with Distinction'**.

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

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

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

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

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

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

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

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

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

(ii) Has secured a CGPA below 6.50.

(OR)

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

20 Academic Audit

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

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

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

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

20.4 The quality criteria prescribed by statutory bodies.

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

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

21 Revision

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

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Academic Planning Committee

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