

GOVERNMENT COLLEGE OF TECHNOLOGY: COIMBATORE 641 013
(An autonomous Institution affiliated to Anna University)
REGULATIONS 2023

Common to all B.E. Part Time Programmes
(For the students admitted to B.E. Programme during the Academic year 2023 - 2024 onwards)

1 PRELIMINARY DEFINITIONS AND NOMENCLATURE

In this regulation, unless the context otherwise specifies:

- I. **"University"** means ANNA UNIVERSITY, Chennai.
- II. **"Programme"** means B.E. Degree Programme.
- III. **"Branch"** means a discipline or specialization of B.E. Degree Programme like Civil Engineering, Mechanical Engineering etc.
- IV. **"Course"** means a *Theory* or *Theory with Practical component* or *Practical* course that is normally studied in a semester like Engineering Mathematics, Engineering Mechanics etc.
- V. **"Principal & Chairman"** means the authority of the institution who is responsible for all academic activities for the implementation of relevant rules and regulations.
- VI. **"Controller of Examinations"** means the authority of the institution who is responsible for all activities of the End Semester Examinations of all Departments and hereafter called COE.
- VII. **"Head of the Department"** means Head of the Under Graduate Programme concerned and hereafter called HOD.
- VIII. **"Programme Coordinator"** means the coordinator of the programme concerned. He/she acts as interface between programme and key stakeholders, students, faculties and employer. He/She is responsible for planning the academic activities of the programme along with the course coordinator(s) and the HOD. He/She also prepares, evaluates and analyses the attainment of the programme outcomes along with Programme Advisory Committee.
- IX. **Faculty Advisor**
The Faculty Advisor is responsible for providing general advice on the Academic matters, monitor the attendance and academic performance of the students and counsel them periodically. If necessary, the Faculty Advisor may also inform the parents about the progress / performance of the students concerned through HOD.
- X. **Course Coordinator**
Course Coordinator is responsible for teaching the course, evaluating and analysing the performance of the students.
- XI. **Department Consultative Committee (DCC)** consists of the HOD, Programme Coordinator and maximum of two faculty members as applicable.
- XII. **Class Committee**
Class committee for each semester of a programme comprises of HOD, Programme Coordinator, Faculty Advisor, Course Coordinators (as applicable) and Student Representatives. The functions of the class committee include:
 - Solving problems experienced by students in the class room and in the laboratories.
 - Clarifying the regulations of the degree programme and the details of rules therein particularly (clause 5 and 6).
 - Informing the student representatives, the academic schedule including the dates of assessments and the syllabus coverage for each assessment.

- Informing the student representatives, the details of Regulations regarding weightage used for each assessment. In the case of practical courses (laboratory / drawing / project work / seminar etc.) the breakup of marks (rubrics) for each experiment / exercise / module of work, should be clearly discussed in the class committee meeting and informed to the students.
 - Analyzing the performance of the students of the class after each test, review of outcomes and finding the ways and means of solving problems, if any.
 - Identifying the slow-learners, if any, and requesting the course coordinators concerned to provide some additional help or guidance or coaching to such students.
- The class committee for a class under a particular branch is normally constituted by the Head of the Department.
 - The class committee shall be constituted within the first week of each semester.
 - At least 4 student representatives (usually 2 boys and 2 girls) shall be included in the class committee, covering all the elective courses.
 - The Head of the Institution may participate in any class committee meeting of the institution.
 - The Programme Co-ordinator is required to prepare the minutes of every meeting, submit the same to the Head of the Department and Principal within two days of the meeting and arrange to circulate it among the students and course coordinators concerned. If there are some points in the minutes requiring action, the same shall be brought to the notice of the Head of the Institution.
 - The first meeting of the class committee shall be held within one week from the date of commencement of the semester, in order to inform the students about the nature and weightage of assessments within the framework of the Regulations. Two or three subsequent meetings may be held in a semester at suitable intervals. The Class Committee Chairperson/HOD shall display the cumulative attendance particulars of each student on the Notice Board at the end of every such meeting to enable the students to know their attendance details to satisfy the clause 6 of this Regulation. During these meetings, the student members representing the entire class, shall meaningfully interact and express the opinions and suggestions of the other students of the class in order to improve the effectiveness of the teaching-learning process

2 ADMISSION PROCEDURE

2.1 Candidates for admission to the first year of the Part Time – eight semester B.E Degree programme shall be required to have passed,

i. the Diploma Examination in Engineering conducted by the State Board of Technical Education and Training, Tamil Nadu.

(or)

ii. an Examination of any University or Authority, accepted by the Syndicate of the Anna University as equivalent thereto.

(or)

iii. any other examination as notified by the Government of Tamil Nadu.

Any other conditions as notified by the Government of Tamil Nadu.

2.2 The eligibility criteria shall be as prescribed by Anna University, Chennai and Government

of Tamil Nadu from time to time.

3 BRANCHES OF STUDY

Branches will be offered at the time of admission to the course. The following are the branches offered in this college.

1. B.E. Civil Engineering
2. B.E. Mechanical Engineering
3. B.E. Electrical and Electronics Engineering
4. B.E. Electronics and Communication Engineering

4 STRUCTURE OF THE PROGRAMMES

4.1 Every programme shall have a curriculum with well – defined syllabi comprising of both theory and practical courses such as:

- i. General core courses comprising Mathematics, Engineering Sciences and Humanities.
- ii. Core courses of Engineering/Technology
- iii. Elective courses for specialization in related fields.
- iv. Computer practice, Practical Courses, Technical seminar presentation, project work, educational tours, camps etc.

4.2 The courses of study shall be both theory and practical and shall be in accordance with the prescribed syllabus.

4.3 Each semester curriculum shall normally have a blend of lecture and practical courses not exceeding 5.

4.4 A student who has passed all the courses prescribed in the curriculum for the award of the degree shall not be permitted to re-enroll to improve his/her credits in a course or the aggregate credits.

4.5 The medium of instruction in examinations and project report shall be English.

4.6 A range of credits from 110 to 115 for a student to be eligible to get the under graduate degree in engineering.

5 DURATION OF THE PROGRAMME

The duration of the programme for the degree of B.E. Programme shall be EIGHT (8) semesters with semester pattern. The number of working days will be 90 days (which includes 15 days for end semester examinations) for semester pattern. The number of working days is to be calculated excluding study holidays and Government holidays. The head of the Department shall ensure that every course coordinators impart instruction as per the number of periods specified in the syllabus and that the course coordinators teach the full content of the specified syllabus for the course being taught.

6 REQUIREMENTS OF ATTENDANCE

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

- 6.1** A candidate will be permitted to appear for the Examination for any semester, only if
- i. He / She secures not less than 70% of attendance in the number of working days during that semester, provided that it shall be open to Chairman of the Academic Council or any authority delegated with such powers (by the governing body) to

grant exemption (based on the recommendation of the Head of the Department) to a candidate who has failed to secure 70% of the attendance for valid reasons and has secured not less than 60% of the attendance. Such exemptions can be allowed only TWO times during his/her entire period of study.

- ii. Candidates representing University in State / National / International / Inter University Sports events, Co & Extra – Curricular activities, paper or project presentation with prior permission from the Head of Institution are given exemption upto 10% of the required attendance and such candidates shall be permitted to appear for the current semester examination.
- iii. His / Her conduct has been certified to be satisfactory by the concerned Head of Department.
- iv. **Condonation can be allowed only two times by paying prescribed fee during his / her entire course of study.**

6.2 Candidates who do not complete the semester (as per clause 6.1), will not be permitted to write the end-semester examination and are not permitted to go to next semester. They are required to repeat the incomplete semester in the next academic year.

6.3 However, if the overall attendance is below 60% (or) the condonation exceeds two times, the student has to rejoin the programme in the next academic year after getting readmission order form DOTE/University by paying prescribed fee.

7 ASSESSMENT PROCEDURES FOR AWARDING MARKS

All B.E. Degree Programmes consists of different categories of courses as mentioned in table 1. Appearance in End Semester Examination is mandatory for all courses excluding the courses for which only continuous assessment is recommended as mentioned in table 1. Performance in each course of study shall be evaluated based on (i) Continuous assessments throughout the semester and (ii) End Semester Examination at the end of the semester.

(i.e.) Each course shall be evaluated for a maximum of 100 marks as shown below:

Table 1 – Categories of Courses

Sl.No	Category of Course	Continuous Assessment marks	End-Semester Examination marks
1.	Theory Courses	40	60
2.	Practical Courses	60	40
3.	Project Work	40	60

Every course coordinator is required to maintain an 'ATTENDANCE AND ASSESSMENT RECORD' for every semester which consists of attendance marked in each Theory / practical / etc, the assessment marks and the record of class work (topics covered), separately for each course handled by the course coordinator. This should be submitted to the HOD periodically (at least two times in a semester) for checking the syllabus coverage

and the records of assessment marks and attendance. The HOD will affix his/her signature and date after due verification. At the end of the semester, the record should be verified by the HOD who shall keep this document after the approval from the Principal for five years. The records of attendance and assessment of both current and previous semesters should be available for inspection whenever required.

7.1 Assessment for Theory Courses

For Theory Courses out of 100 marks, the maximum marks for Continuous Assessment is fixed as 40 and the End Semester Examination carries 60 marks.

The End Semester Examination for theory courses will be of 3 hours duration and shall normally be conducted for a maximum of 100 marks during the Odd and Even Semesters. Every student should appear for the end semester examination for all the courses excluding the courses for which only continuous assessment is recommended.

The test would be conducted for two hours duration each. In case a student misses the assessment due to medical reasons (hospitalization / accident / specific illness) or due to participation in the College / University / State / National / International level Sports events with prior permission from the HOD, a Reassessment may be given at the end of the semester after getting approval from the HOD through the Course Coordinator concerned.

To arrive the Continuous Assessment Marks, the following guidelines should be followed.

Table 2 – Theory Courses: Continuous Assessment Marks

Assessment I (100 Marks)		Assessment II (100 Marks)		Total Continuous Assessment Marks
Individual Assignment/ Case Study/ Seminar/ Mini project	Written Test	Individual Assignment/ Case Study/ Seminar/ Mini project	Written Test	
40	60	40	60	200*

**The weighted average shall be converted into 40 marks for Continuous Assessment.*

A minimum of two Continuous assessments will be conducted as a part of continuous assessment during the semester by the respective department. Each Continuous assessment is to be conducted for 100 marks and will have to be distributed in two parts viz., Individual Assignment/Case study/Seminar/Mini project and Test with each having a weightage of 40% and 60% respectively. The tests shall be in written mode. The total Continuous assessment marks of 200 shall be converted into a maximum of 40 marks and rounded to the nearest integer.

7.2 Assessment for Practical Courses

For practical courses, out of 100 marks, the maximum marks for Continuous Assessment is fixed as 60 and the End Semester Examination carries 40 marks.

The maximum marks for Continuous Assessment shall be 60 marks in case of practical courses. Every practical exercise / experiment shall be evaluated (as per the rubrics approved by the class committee) based on conduct of experiment / exercise and records. There shall be at least one test. The criteria for arriving at the Continuous Assessment

marks of 60 is as follows:

Table 3 – Practical Courses: Continuous Assessment Marks

Continuous Assessment (100 Marks)*	
Evaluation of Laboratory Observation, Record	Test
75	25

**The weighted average shall be converted into 60 marks for Continuous Assessment*

The criteria for arriving the evaluation of lab observation, record marks of 75 shall be fixed based on the rubrics approved by the class committee.

The End Semester examinations for practical courses will be of 3 hours duration and shall normally be conducted for a maximum of 100 marks during the odd and Even Semesters.

7.3 Assessment for Mini Project/Project Work

The Project work shall be carried out under the supervision of a “qualified teacher” in the department concerned. A student may, however, in certain cases, be permitted to work for projects in an industry/research organization, on the recommendations of the HOD. In such cases, the approval should be obtained from the industry concerned, the project work shall be jointly guided by a supervisor of the department and an expert as joint supervisor from the respective organization. The student shall be instructed to meet the supervisor periodically and to attend the review committee meetings and shall submit attendance particulars from the joint supervisor for evaluating the progress.

For Project Work, out of 100 marks, the maximum marks for Continuous Assessment is fixed as 60 and the End Semester Examination (Project Report evaluation and Viva-Voce examination) carries 40 marks. Project work may be assigned to a single student or a group of students (not exceeding 4).

There shall be two reviews during the semester. The student shall make presentation on the progress made by him / her before the “Project Review Committee”. The total marks obtained in the two reviews shall be reduced for 60 marks and rounded to the nearest integer. The HOD shall constitute a “Project Review Committee” for each Programme. There shall be a minimum of three members in the Review Committee. The Project Guide will be one of the members of the Review Committee.

The student(s) is expected to submit the Project Report on or before the notified date. The End Semester Examination for Project Work shall consist of evaluation of the final Project Report submitted by the student(s) of the Project group and viva-voce examination by an external examiner and internal examiner.

The project report shall carry a maximum of 20 marks. The project report shall be submitted as per the approved guidelines as given by the COE. Same marks shall be awarded to every student within the project group for the project report. The viva-voce examination shall carry 20 marks. Marks are awarded to each student of the project group is based on the individual performance in the viva-voce examination.

The Continuous Assessment and End Semester Examinations marks for Project Work and the Viva-Voce Examination will be distributed as indicated below.

Table 5 – Project Work: Continuous Assessment and End Semester Examination Marks

Continuous Assessment Marks (60 Marks)						End Semester Examinations Marks (40 Marks)		
Review I (30 Marks)			Review II (30 Marks)			Report Evaluation (20 Marks)	Viva Voce Examination (20 Marks)	
Project Coordinator	Expert Member	Supervisor	Project Coordinator	Expert Member	Supervisor	External Examiner	External Examiner	Supervisor
10	10	10	10	10	10	20	10	10

The last date for submission of the project report is on the last working day of the semester. If a student fails to submit the project report on or before the specified deadline or the student has submitted the project report but did not appear for the viva-voce examination, it will be considered as fail in the Project Work and the student shall re-register for the same in the subsequent semester.

8 PHOTO COPY

Photo Copies of answer script for theory courses can be obtained from the office of the Controller of Examinations on payment of a prescribed fee specified for this purpose through proper application.

9 REVALUATION

- i. A candidate can apply for revaluation of his / her semester examination answer paper in a theory course, on payment of a prescribed fee through proper application to the office of the Controller of Examinations, as per the norms given by the Chairman, Academic Council. Revaluation is not permitted for Practical courses and for project work.
- ii. Retotaling is permissible for all arrear and current theory courses.

10 CHALLENGING THE REVALUATION

Challenging the revaluation is permitted for those students who have applied for photocopy and revaluation of answer script. The copy of the answer script is to be valued by a competent authority and the valued script should be submitted to the office of the COE along with prescribed fee for challenging the revaluation within 2 working days after the declaration of the Re-valuation results.

11 PROCEDURE FOR COMPLETING THE PROGRAMME

- i. A candidate who has for some reason discontinued the programme can join the programme of study of any semester only at the time of its normal commencement in the institution for regular students upon satisfying all the following conditions
 - a) He/she should have completed the programme of study of the previous semesters.
 - b) He/she should be eligible to register for the examinations and satisfy rule 11(iii)
 - c) He/she should have registered for all the examinations of the previous semesters.
- ii. A candidate will be permitted to proceed from one semester to the next higher semester only if he / she has satisfied the regulation for eligibility to appear for the End-Semester examination in the semester concerned, subject to the condition that

the candidate should register for all the arrear courses of lower semesters along with the current (higher) semester courses.

- iii. A candidate should have completed the B.E Degree Programme within a period of 7 consecutive academic years (14 semesters) from the date of admission to the programme, even if the candidate discontinues and rejoins subsequently, to be eligible for the award of the degree. The minimum and maximum period for completion of the U.G. Programmes are given below:

Table 6 – Duration of the Programme

Programme	Min. No. of Semesters	Max. No. of Semesters
B.E (Part Time)	8	14

12 REQUIREMENTS FOR APPEARING FOR END SEMESTER EXAMINATION

A candidate shall normally be permitted to appear for the semester examination of the current semester if he/she has satisfied the semester completion requirements (Subject to clause 6) and has registered for examination in all courses of that semester. Registration is mandatory for current semester examinations as well as arrears examinations failing which the candidate will not be permitted to move to the higher semester.

13 PASSING REQUIREMENTS

- 13.1** A student who secures not less than 50% of total marks prescribed for the course [Continuous Assessment + End semester Examinations] with a minimum of 45% of the marks prescribed for the end-semester Examination, shall be declared to have passed the course and acquired the relevant number of credits. This is applicable for theory, theory with practical component and practical courses (including project work).
- 13.2** If a student fails to secure a pass in a theory course / theory with practical component / practical course, the student shall register and appear only for the end semester examination in the subsequent semester. In such case, the Continuous assessment marks obtained by the student 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 (first attempt + two attempts) onwards if a student fails to obtain pass marks (Continuous Assessment + End Semester Examination), then 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.
- 13.3** If a student fails to secure a pass in project work, the student shall register for the course in the subsequent semester when offered next and repeat the course.
- 13.4** The passing requirement for the courses which are assessed only through continuous assessment, shall be determined based on the marks obtained in the continuous assessment.

14 AWARD OF LETTER GRADES

The award of letter grades will be decided based on relative grading principle. The relative grading is applicable to ONLY those students who have passed the examination as per the passing requirements enumerated above (vide clause 12). For those students who have not passed the examination, Reappearance (U) shall be awarded as shown in the below Table 7.

For those students who have passed the course, the relative grading shall be done. The marks of those students who have passed only shall be considered for relative grading. The evolved relative grading method normalizes the results data using the BOX-COX transformation method and

computes the grade range for each course separately and awards the grade to each student. For a given course, if the students' strength is greater than 30, the relative grading method shall be adopted. However, if the students' strength is less than 30 then the absolute grading shall be followed with the grade range as specified below.

Table 7 – Letter Grades and Range of Marks

O	A+	A	B+	B	C	U
91-100	81-90	71-80	61-70	56-60	50-55	<50

For Practical Courses and Project Work absolute grading method is to be followed.

The performance of a student shall be reported using letter grades, each carrying certain points as detailed below:

Table 8 – Letter Grades and Grade Points

LETTER GRADE	GRADE POINTS	RESULT
O (Outstanding)	10	PASS
A+ (Excellent)	9	
A (Very Good)	8	
B+ (Good)	7	
B (Average)	6	
C (Satisfactory)	5	
U (Re-appearance)	0	RA (Re-appearance)
SA (Shortage of Attendance)	-	RC (Repeat Course)
WD (Withdrawal)	-	EA (Extended Appearance)
AB (Absent)	0	RA (Re-appearance)

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".

'SA' denotes shortage of attendance and hence prevented from writing the end semester examinations. 'SA' will figure both in the Grade Sheet as well as in the Result Sheet.

"U" denotes that the student has failed to pass in that course. "WD" denotes withdrawal from the exam for the particular course. The grades U and WD will figure both in the Grade Sheet as well as in the Result Sheet. In both cases, the student has to appear for the End Semester Examinations.

If the grade U/AB is given to the courses which are evaluated through continuous assessment and end semester examinations, is not required to satisfy the attendance requirements, but has to appear for the end semester examination and fulfil the passing requirements to earn a pass in the respective courses.

If the grade U/AB is given to the courses which are evaluated only through Continuous assessment, the student shall register for the course again in the subsequent semester, fulfill the passing requirements to earn pass in the course. However, attendance requirement need not be satisfied.

If the grade U is given to Project work, the course has to be registered again and attendance requirement (vide clause 6) should be satisfied.

15 GPA AND CGPA CALCULATION

15.1 The Principal & Chairman of the Academic Council shall call for a Result Passing Board Members meeting after the end-semester examinations, to pass and publish the results. After results are declared, grade sheets will be issued to each student which will contain the following details:

- the list of courses registered during the semester and the grades scored.
- the Grade Point Average (GPA) for the semester and
- the Cumulative Grade Point Average (CGPA) of all courses registered from first semester onwards.

During each Semester, the list of courses registered and the grades scored in each course (excluding value added courses) are used to compute the Grade Point Average (GPA). GPA is the ratio of the sum of the products of the number of credits of courses registered and the grade points corresponding to the grades scored in those Courses, taken for all the Courses (excluding value added courses), to the sum of the number of credits of all the courses in the semester. RA grades will be excluded for calculating GPA and CGPA.

$$GPA = \frac{\sum_{i=1}^n c_i GP_i}{\sum_{i=1}^n c_i}$$

Where,

- c_i - is the Credits assigned to the Course
 GP_i - is the grade point corresponding to the letter grade obtained for each Course
 n - is number of all Courses registered during the particular Semester in the case of GPA and during all the Semesters in the case of CGPA.

CGPA will be calculated in a similar manner, considering all the courses registered from first Semester.

15.2 Grade Point to Percentage Conversion

The multiplication factor 10 is used for converting CGPA to the corresponding marks in percentage.

16 ELIGIBILITY FOR THE AWARD OF DEGREE

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

- (i) Successfully gained the required number of total credits as specified in the Curriculum corresponding to the programme of study within the stipulated time. Total minimum credits needed for each branch of study is given below.

Table 9 – Details of Total Minimum Credits

SL. NO.	BRANCH	TOTAL CREDIT RANGE NEEDED FOR SUCCESSFUL COMPLETION
1	B.E. CIVIL ENGINEERING	111
2	B.E. MECHANICAL ENGINEERING	111
3	B.E. ELECTRICAL AND ELECTRONICS ENGINEERING	111
4	B.E. ELECTRONICS AND COMMUNICATION ENGINEERING	111

(ii) Successfully completed the Course requirements, appeared for the End-Semester Examinations and passed all the courses prescribed in all the 8 Semesters within a maximum period of 7 years reckoned from the commencement of the first Semester to which the candidate was admitted.

(iii) Successfully passed any additional courses prescribed by the Board of studies whenever readmitted under Regulations 2023 from other regulations (vide clause 19.3)

(iv) No disciplinary action pending against the student

(v) Award of Degree must have been approved by the Anna University.

17 Classification of the Degree Awarded

17.1 First Class with Distinction

A candidate who qualifies for the degree (vide clause 15.1), having passed the examination in all courses of the entire Programme in first attempt within the specified minimum number of semesters, securing a CGPA of not less than 8.5 and should not have been prevented from writing end semester examination due to lack of attendance in any of the courses shall be declared to have passed the examination for the degree in **FIRST CLASS WITH DISTINCTION**. For this purpose, the withdrawal from examination (vide clause 17) will not be construed as an appearance. Further, the authorized break of study will not be counted for the purpose of classification.

17.2 First Class

A candidate who qualifies for the award of the degree (vide clause 15.1), having passed the examinations in all the courses of the Programme within the specified minimum number of semesters plus one year and securing a CGPA of not less than 6.5 shall be declared to have passed the examination for the degree in **FIRST CLASS**. The authorized break of study will not be counted for the purpose of classification.

17.3 Second Class

All other candidates (not covered in clauses 16.1 and 16.2 who qualify for the award of the degree (vide Clause 15.1) shall be declared to have passed the examination in **SECOND CLASS**.

17.4 A student who is absent in End Semester Examination in a Course / Project work after

having registered and paid the examination fee for the same shall be considered to have appeared in that Examination (except approved withdrawal from End Semester Examinations as per Clause 17) for the purpose of Classification.

18 PROVISION FOR WITHDRAWAL FROM EXAMINATION

- 18.1** A student may, for valid reasons, (medically unfit / unexpected family situations / Sports approved by the Chairman) be granted permission to withdraw from appearing for the End Semester Examination in any Course or Courses in **ANY ONE** of the Semester examinations during the entire duration of the Degree Programme. The application shall be sent to the Principal and Chairman through HOD with required documents for approval.
- 18.2** Withdrawal application shall be valid only if the student is eligible to write the Examination (Clause 6) and if it is made within TEN working days before the commencement of the End Semester Examination in that Course or Courses and also recommended by the HOD.
- 18.3** Notwithstanding the requirement of mandatory TEN working days' notice, applications for withdrawal for special cases under extraordinary conditions will be considered on the merit of the case.
- 18.4** If a student applies for withdrawal from Project Work, he/she will be permitted for the withdrawal only after the submission of project report before the deadline. However, the student may appear for the viva voce examination within 30/60 days after the declaration of results for Project Work and the same shall not be considered as reappearance.
- 18.5** Withdrawal shall not be considered as an appearance for deciding the eligibility of a student for First Class with Distinction.
- 18.6** Withdrawal is permitted for the End Semester Examinations in the final semester as per Clause 16.1.
- ## **19 BREAK OF STUDY FROM A PROGRAMME**
- 19.1** A student is permitted to go on break of study for a single break of one year only.
- 19.2** The student can apply for break of study in advance, in any case, not later than the last date of the first assessment period. The application duly filled by the student shall be submitted through the HOD for the approval of the Principal & Chairman.
- 19.3** The students permitted to rejoin the Programme after break of study / readmission due to lack of attendance, shall be governed by the curriculum and Regulations in force at the time of rejoining. The students rejoining in new regulations shall apply in the prescribed format through HOD at the beginning of the readmitted semester itself for prescribing additional/equivalent courses, if any, from any semester of the regulations in-force, so as to bridge the curriculum in-force and the old curriculum.
- 19.4** The total period for completion of the programme reckoned from, the commencement

of the first Semester to which the student was admitted shall not exceed the maximum period specified in Clause 5 irrespective of the period of break of study in order that the student may be eligible for the award of the Degree (vide Clause 15).

- 19.5** The student is permitted to rejoin the programme on the re-opening day of the semester after the approved break of study duration, failing which the student shall be permitted to continue the programme only if the approval is obtained from the Director of Technical Education / University through the Principal before the end of the Semester in which the student has taken break of study.
- 19.6** If a student has not reported to the department for a period of two consecutive Semesters without any intimation, the name of the student shall be deleted permanently from the college enrollment.
- 19.7** No fee is applicable to the students during Break of Study period.
- 19.8** During the break of study period, the student may optionally write the arrear examinations, if any.

20 RANK OF A STUDENT

A candidate who qualifies for the degree by passing the examination in all courses of the entire Programme in first attempt within a period of *Four or Five* consecutive academic years applicable for the students joined after permitted Break of Study from the date of admission to the Programme can be given his/her position in the class as rank. The Rank is determined from Ist semester to VIIIth semester end semester examination CGPA.

21 PROCEDURE FOR USING SCRIBE

If a candidate is physically handicapped (in case of accidents / ill health) at the time of examination, he / she may be permitted to use a scribe to write the examination. The compensatory (additional) time should be one hour for three hour duration of examination. The Scribe shall be a non-engineering student / graduate.

22 DISCIPLINE

- 22.1** Every student is required to observe disciplined and decorous behaviour both inside and outside the college and not to indulge in any activity which will tend to bring down the prestige of the University / College. The Head of the Institution shall constitute a disciplinary committee consisting of the Head of the Institution, Two Heads of Department of which one should be from the faculty of the student, to enquire into acts of indiscipline and notify the University about the disciplinary action recommended for approval. In case of any serious disciplinary action which leads to suspension or dismissal, then a committee shall be constituted including one representative from Anna University, Chennai. In this regard, the member will be nominated by the University on getting information from the Head of the Institution.
- 22.2** If a student indulges in malpractice in any of the Examinations, the student shall be liable for punitive action as prescribed by the University from time to time.

23 REVISION OF REGULATIONS, CURRICULUM AND SYLLABI

The Institution may from time-to-time revise, amend or change the Regulations, Curriculum, Syllabus and Scheme of Examinations through the Academic Council.