

ANNA UNIVERSITY :: CHENNAI 600 025

REGULATIONS 2005

Effective from the academic year 2005-2006 and applicable to the students to be admitted in Non-Autonomous Engineering Colleges affiliated to Anna University.

P.G.PROGRAMMES

The following Regulations will be applicable **to all technical institutions / engineering colleges affiliated to Anna University.**

1. PRELIMINARY DEFINITIONS AND NOMENCLATURE

In these Regulations, unless the context otherwise requires:

- i. **“Programme”** means Post graduate Degree Programme e.g. M.E., M.Tech. Degree Programme.
- ii. **“Branch”** means a specialization or discipline of M.E. / M.Tech. Degree Programme like “Structural Engineering”, “Engineering Design”, etc.
- iii. **“Course”** means a Theory or Practical subject that is normally studied in a semester, like Applied Mathematics, Advanced Thermodynamics, etc.
- iv. **“Head of the Institution”** means the Principal of a College / Institution who is responsible for all academic activities of that College / Institution and for implementation of relevant rules of this Regulation.
- v. **“University”** means ANNA UNIVERSITY.

2. PROGRAMMES OFFERED, MODES OF STUDY AND ADMISSION REQUIREMENTS

2.1 P.G. PROGRAMMES OFFERED:

M.E.
M.Tech.
M.B.A.
M.C.A.

The various P.G. Programmes offered in affiliated technical institutions / engineering colleges of Anna University are listed in [Table 1](#).

A candidate may be offered one of the programmes listed in the table and offered in the institution / college, where the candidate desires to join, subject to the satisfaction of other conditions.

2.2. MODES OF STUDY:

2.2.1 Full-Time:

Candidates admitted under 'Full-Time' should be available in the College / Institution / University during the complete working hours for curricular, co-curricular and extra-curricular activities assigned to them.

2.2.2 Part Time - Day Time:

In this mode of study, the candidates are required to attend classes on every working day, along with Full time students, for half-a-day either in the Forenoon or in the Afternoon.

2.2.3 Part Time - Evening:

In this mode of study, separate classes are conducted in the evenings.

2.2.4 Conversion from one mode of study to the other is not permitted.

2.3 ADMISSION REQUIREMENTS:

2.3.1 Candidates for admission to the first semester of the Master's Degree Programme shall be required to have passed an appropriate Degree Examination of Anna University as specified under qualification for admission in Table 1 or any other examination of any recognized University or authority accepted by the Syndicate of Anna University as equivalent thereto.

2.3.2 However, the Syndicate of the University may decide to restrict admission in any particular year to candidates having a subset of qualifications prescribed in [Table-1](#).

2.3.3 Notwithstanding the qualifying examination the candidate might have passed, he/she shall have a minimum level of proficiency in the appropriate programme / courses as prescribed by the Syndicate of the University from time to time.

2.3.4 Eligibility conditions for admission such as class obtained, number of attempts in qualifying examination and physical fitness will be as prescribed by the Syndicate of the University from time to time.

2.3.5 All Part-Time candidates should satisfy other conditions regarding experience, Sponsorship etc. that may be prescribed by the Syndicate from time to time.

3. DURATION OF THE PROGRAMMES:

3.1 The minimum and maximum period for completion of the P.G. Programmes are given below:

Programme	Min. No. of Semesters	Max. No. of Semesters
M.E. / M.Tech. (Full-Time)	4	8
M.E. / M.Tech. (Part Time)	6	12
M.C.A. (Full Time)	6	12
M.B.A. (Full Time)	4	8
M.B.A. (Part Time)	6	12

3.2 Each semester shall normally consist of 90 working days or 450 hours or 540 periods of 50 minutes duration for full-time mode of study or 270 hours for part-time mode of study. The Head of the Institution shall ensure that every teacher imparts instruction as per the number of periods specified in the syllabus and that the teacher teaches the full content of the specified syllabus for the course being taught. End of the Semester University Examination will ordinarily follow immediately after the last working day of the semester.

4. STRUCTURE OF THE PROGRAMME

4.1 Every Programmes will have a curriculum and syllabi consisting of core courses, elective courses and project work.

The Programme may also include seminar / practicals / practical training, if they are specified in the curriculum.

4.1.1 The electives from the curriculum are to be chosen with the approval of the Head of the Department.

4.1.2 Practical training or Industrial Attachment, if specified in the Curriculum, shall be of not less than 4 weeks duration and should be organized by the Head of the Department / Institution.

4.2 The medium of instruction, examination, seminar and project report shall be in English.

4.3 Maximum Marks

4.3.1 The maximum marks assigned to different courses shall be as given below:

Each of the theory and practical courses (excluding project work) shall carry maximum of 100 marks of which 20 marks will be through internal assessment.

4.3.2 The Practical Training or Industrial Attachment shall carry 100 marks and shall be evaluated through internal assessment.

4.4 Project Work

4.4.1 Project work shall be carried out under the supervision of a qualified teacher in the concerned Department.

4.4.2 A candidate may, however, in certain cases, be permitted to work on the project in an Industrial / Research Organization, on the recommendation of Head of the Department, with the approval of the Head of the Institution. In such cases, the Project work shall be jointly supervised by a supervisor of the department and by an Engineer / Scientist 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.

4.4.3 The project report of M.E. / M.Tech. programme shall, during Phase I, be evaluated only through continuous assessment. There will be no terminal examination at the end of Phase I.

4.4.4. The project work of M.E. / M.Tech. programme shall carry a maximum of 600 marks which includes internal assessments of 40 marks of Phase I and 80 marks of Phase II.

4.4.5. The Project work (Phase-II in the case of M.E. / M.Tech.) shall be pursued for a minimum of 16 weeks during the final semester.

4.4.6 The project work of MCA shall carry a maximum of 400 marks of which 80 marks will be through internal assessment.

4.4.7. The project work of MBA programme shall carry 200 marks of which 40 marks will be through internal assessment.

4.4.7Φ. The project work of MBA programme shall carry 400 marks of which 80 marks will be through internal assessment.

4.4.8 The Project Report prepared according to approved guidelines and duly signed by the supervisor(s) and the Head of the Department shall be submitted to the Head of the Institution (see also clauses 4.4.9 and 4.4.11).

4.4.9 The deadline for submission of final Project Report for M.E., M.Tech. MBA and M.C.A. programmes is 60 calendar days from the last working day of the semester.

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

4.4.11 Every candidate doing M.E. / M.Tech. shall, based on his/her project work, send a paper for publication in a journal or a conference in which full papers are published after usual review. An acknowledgement for having communicated to the journal or conference shall be attached to the report of the project work. Such acknowledgements shall be sent to the University along with the evaluation marks by the team of examiners without which the marks shall not be accepted.

4.4.12 A copy of the approved project report shall be kept in the library of the college / institution.

4.5 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 marks in a course or the aggregate marks.

5. FACULTY ADVISER

To help the students in planning their courses of study and for general advice on the academic programme, the Head of the Department of the student will attach a certain number of students to a teacher of the Department who shall function as Faculty Adviser for those students throughout their period of study. Such Faculty Adviser shall advise the students and monitor the courses taken by the students, check the attendance and progress of the students attached to him/her and counsel them periodically. If necessary, the faculty adviser may also discuss with or inform the parents about the progress of the students.

Φ Clause 4.4.7 is amended by the 8th Academic Council Meeting held on 18.3.2006 and implemented from June 2006.

6. CLASS COMMITTEE

- 6.1 A Class Committee consists of teachers of the concerned class, student representatives and a chairperson who is not teaching the class. It is like the 'Quality Circle' (more commonly used in industries) with the overall goal of improving the teaching-learning process. The functions of the class committee include
- Solving problems experienced by students in the class room and in the laboratories
 - Clarifying the regulations of the programme and the details of rules therein
 - 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 the weightage used for each assessment. In the case of practical courses (laboratory / project work / seminar etc.) the breakup of marks for each experiment/ exercise/ module of work, should be clearly discussed in the class committee meeting and informed to the students.
 - Analyzing the performance of the students of the class after each test and finding the ways and means of solving problems, if any
 - Identifying the weak students, if any and requesting the teachers concerned to provide some additional help or guidance or coaching to such weak students.
- 6.2 The class committee for a class under a particular programme is normally constituted by the Head of the Department. However, if the students of different programmes are mixed in a class, the class committee is to be constituted by the Head of the Institution.
- 6.3 The class committee shall be constituted on the first working day of any semester or earlier.
- 6.4 At least 2 student representatives (usually 1 boy and 1 girl) shall be included in the class committee.
- 6.5 The chairperson of the class committee may invite the Faculty adviser(s) and the Head of the department to the meeting of the class committee.

- 6.6 The Head of the Institution may participate in any class committee of the institution.
- 6.7 The chairperson is required to prepare the minutes of every meeting, submit the same to the Head of the Institution within two days of the meeting and arrange to circulate among the concerned students and teachers. If there are some points in the minutes requiring action by the management, the same shall be brought to the notice of the management by the head of the institution.
- 6.8 The first meeting of the class committee shall be held within one week from the date of commencement of the semester in order to inform the students about the nature and weightage of assessments within the framework of the Regulations. Two or three subsequent meetings may be held at suitable intervals. During these meetings the student members, representing the entire class, shall meaningfully interact and express the opinions and suggestions of the class students to improve the effectiveness of the teaching-learning process.

7. COURSE COMMITTEE FOR COMMON COURSES

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

8. PROCEDURES FOR AWARDING MARKS FOR INTERNAL ASSESSMENT

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

8.2 Theory Courses:

Two tests each carrying 100 marks shall be conducted by the Department / Institution. The total marks obtained in all the tests put together out of 200, shall be reduced to 20 marks and rounded to the nearest integer (This implies equal weightage to both the tests).

8.3 Practical Courses:

Every practical exercise / experiment shall be evaluated based on conduct of experiment / exercise and records maintained. There shall be at least one mid-semester test. The criteria for arriving at the internal assessment marks shall be decided (based on the recommendation of the class committee) by the Head of the Institution and shall be announced at the beginning of every semester.

8.4* Project Work:

There shall be three assessments (each 100 marks), by a review committee, during each of the project semesters for M.E. / M.Tech. programmes and in the project semester for M.B.A. / M.C.A. programmes. The student shall make presentation on the progress made before the committee. The Head of the Institution shall constitute the review committee for each branch of study. The total internal assessment marks for Project work shall be 120 (40 marks for Phase I and 80 marks for Phase II) for M.E. / M.Tech. and rounded to the nearest integer. For M.C.A. the internal marks shall be 80 Marks and rounded to the nearest integer. For M.B.A. the internal marks shall be (40 marks)* **80 marks** and rounded to the nearest integer.

9. REQUIREMENTS FOR COMPLETION OF A SEMESTER

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

- 9.1 Ideally every student is expected to attend all classes and secure 100% attendance. However, in order to allow for certain unavoidable reasons such as Medical / participation in sports / personal, the student is expected to attend at least 75% of the classes.

Therefore, he/she shall secure not less than 75% of overall attendance in that semester taking into account the total number of periods in all courses put together attended by the candidate as against the total number of periods in all courses offered during that semester.

* The internal marks have been revised from 40 to 80 as approved by the 8th Academic Council held on 18.3.2006 and implemented from zJune 2006.

However, a candidate who could secure attendance between 65% and 74% only in the current semester 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 Principal shall be given exemption from the prescribed attendance requirement and he/she shall be permitted to appear for the current semester examinations.

- 9.2 Candidates who do not complete the semester (as per clause 9.1), will not be permitted to write the University examination at the end of the semester and not permitted to go to next semester. They are required to repeat the incomplete semester in the next academic year.

10. REQUIREMENTS FOR APPEARING FOR 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 (vide Clause 9) and has registered for examination in all courses of that semester, as well as the arrears of previous semester.

10. ● REQUIREMENTS FOR APPEARING FOR SEMESTER EXAMINATION

A candidate shall normally be permitted to appear for the University examination of the current semester if he/she has satisfied the semester completion requirements (Subject to Clause 11.1 & 11.2) and has registered for examination in all courses of that semester. **Registration is mandatory for all the courses in the current semester as well as for arrear(s) course(s) for the university examinations failing which the candidate will not be permitted to move to the higher semester.**

11. UNIVERSITY EXAMINATIONS

- 11.1 There shall be one semester examination of 3 hours duration in each lecture based course.
The examinations shall ordinarily be conducted between October and December during the odd semesters and between March and May in the even semesters. For the practical examinations (including project work), both internal and external examiners shall be appointed by the University. The maximum marks for each theory and practical course shall be 100 comprising of 20 marks for internal assessment.

-
- This clause 10 has been amended by the 9th Meeting of the Academic Council held on 02.12.2006 and the amended clause is applicable from the University examinations to be held during April/May 2007.

The following will be the weightages for different courses.

i) Lecture or Lecture cum Tutorial based course:

Internal Assessment	-	20%
University Semester Examination	-	80%

ii) Laboratory based courses

Internal Assessment	-	20%
University Semester Examination	-	80%

iii) Project work

Internal Assessment	-	20%
Evaluation of Project Report		
by external examiner	-	30%
Viva-Voce Examination	-	50%

11.2 The evaluation of the Project work will be based on the project report and a Viva-Voce Examination by a team consisting of the supervisor, a common internal examiner and a common External Examiner for each programme. The internal examiner and the external examiner shall be appointed by the University.

11.2** The evaluation of the Project work will be based on the project report and a Viva-Voce Examination by a team consisting of the supervisor (**as one of the internal examiner**) #, a common internal examiner and a common External Examiner for each programme. The internal examiner and the external examiner shall be appointed by the University.

11.3 At the end of practical training or industrial attachment, the candidate shall submit a certificate from the organization where he/she has undergone training and also a brief report. The evaluation will be made based on this report and a Viva-Voce Examination, conducted internally by a Departmental Committee constituted by the Head of the Institution. Certificates submitted by the students shall be attached to the mark list sent by the Head of the Institution.

11.4 If a student indulges in malpractice in any of the university / internal examinations he / she shall be liable for punitive as prescribed by the University from time to time.

The phrase 'as one of the internal examiner' in the Clause 11.2 is inserted as approved by the 8th Academic Council Meeting held on 18.3.2006 and it is applicable from June 2006.

12. PASSING REQUIREMENTS

- 12.1 A candidate who secures not less than 50% of total marks prescribed for the courses with a minimum of 50% of the marks prescribed for the end-semester University Examination in both theory and practical courses, shall be declared to have passed in the Examination.
- 12.1.1 ♦ For Theory Courses and theory courses with laboratory component: The IA marks is valid for a maximum of 2 attempts in the end semester examination, including the first appearance. From the 3rd attempt onwards the internal assessment will not be taken into account and the passing requirement shall be 50% of the total marks alone prescribed for the end semester examination.
- 12.2 If a candidates fails to secure a pass in a particular course it is mandatory that he/she shall register and reappear for the examination in that course during the next semester when examination is conducted in that course; he/she should continue to register and reappear for the examination till he / she secures a pass. However, the internal assessment marks obtained by the candidate in the first attempt shall be retained and considered valid for all subsequent attempts.
- 12.3 If a student indulges in malpractice in any of the University / internal examinations, he / she shall be liable for punitive action as prescribed by the University from time to time

13. ISSUE OF MARK SHEETS

Individual mark sheet for each semester will be issued, containing the following information through the Head of the Institution concerned, after the publication of the results.

- (i) The college in which the candidate studied.
- (ii) The marks obtained in each subject in internal assessment and University Examination.
- (iii) Whether the candidate has passed or failed in the courses concerned.

-
- ♦ This clause 12.1.1 has been amended by the 9th Meeting of the Academic Council held on 02.12.2006 and the amended clause is applicable from the University examinations to be held during April/May 2007.
-

14. ELIGIBILITY FOR THE AWARD OF THE DEGREE

14.1 A student shall be declared eligible for the award of the degree if he/she has

- i. successfully passed all the courses as specified by the curriculum corresponding to his/her programme within the stipulated time.
- ii. no disciplinary action is pending against him/her.

14.2 The award of the degree must have been approved by the Syndicate.

15. CLASSIFICATION OF THE DEGREE AWARDED

15.1 A candidate who qualifies for the award of the Degree (vide clause 14) having passed the examination in all the courses in his/her first appearance within the specified minimum number of semesters (clause 3.1) securing an aggregate of not less than 75% of total marks (Internal assessment plus semester examination marks) shall be declared to have passed the examination in First Class with Distinction. For this purpose the withdrawal from examination (vide clause 16) will not be construed as an appearance. Further, the authorized break of study (vide clause 17 (iii)) will not be counted for the purpose of classification.

15.2 A candidate who qualifies for the award of the Degree (vide clause 14) having passed the examination in all the courses within the specified minimum number of semesters (clause 3.1), reckoned from his/her commencement of study plus one year, securing an aggregate of not less than 60% of total marks (internal assessment plus semester examination marks) shall be declared to have passed the examination in First Class. For this purpose the authorized break of study (vide clause 17(iii)) will not be counted for the purpose of classification.

15.3 All other candidates (not covered in clauses 15.1 and 15.2) who qualify for the award of the degree (vide Clause 14) shall be declared to have passed the examination in Second Class.

15.4 A candidate who is absent in semester examination in a course / project work after having enrolled for the same shall be considered to have appeared in that examination for the purpose of classification.

15.5 Copies of the answer scripts for the theory course(s) can be obtained from the Controller of Examinations, Anna University on payment of fee specified for this purpose.

- 15.6 A candidate can apply for revaluation of his/her semester examination answer paper in a theory course, within 2 weeks from the declaration of results, on payment of a prescribed fee through proper application to the Controller of Examinations through the Head of Departments / Head of the Institution concerned. The Controller of Examination will arrange for the revaluation and the results will be intimated to the candidate concerned through the Head of the Institution. Revaluation is not permitted for practical courses and for project work.

16. PROVISION FOR WITHDRAWAL FROM EXAMINATION:

A candidate may, for valid reasons, be granted permission to withdraw from appearing for any course or courses of only one semester examination during the entire duration of the degree programmes. Also only one application for withdrawal is permitted for that semester examination in which withdrawal is sought.

Withdrawal application shall be valid only if the candidate is otherwise eligible to write the examination and if it is made **prior to the examination** in that course or courses and also recommended by the Head of Department and Head of the Institution.

Withdrawal shall not be construed as appearance for the eligibility of a candidate for the purpose of classification vide clause 15.1 and 15.2.

17. TEMPORARY BREAK OF STUDY FROM A PROGRAMME

- i) A candidate is not normally permitted to temporarily break the study. However if a candidate intends to temporarily discontinue the programme in the middle of a semester for valid reasons (such as accident or hospitalization due to prolonged ill health) and to rejoin the programme in a later semester, he/she shall apply to the university in advance, in any case, not later than the last date for enrolling for the semester examinations of the semester in question, through the Head of the Department and Head of the Institution stating the reasons therefor.
- ii) The candidate permitted to rejoin the programme after the break shall be governed by the rules and regulations in force at the time of rejoining.
- iii) The authorized break of study will not be counted for the duration specified for passing all the courses for the purpose of classification vide Clause 15.1 and 15.2.

- iv) The total period for completion of the programme reckoned from, the commencement of the first semester to which the candidate was admitted, shall not exceed the maximum period specified in clause 3 irrespective of the period of break of study in order that he/she may be eligible for the award of the degree (vide clause 14).
- v) If any student is detained for want of requisite attendance, progress and good conduct, the period spent in that semester shall not be considered as permitted 'Break of Study' and Clause 17 (iii) is not applicable for this case.

18. INDUSTRIAL VISIT

Every student is expected to undergo one Industrial visit for a group of theory course offered.

19. DISCIPLINE

Every student is expected to observe discipline and decorum 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. In the event of an act of indiscipline being reported, the Principal shall constitute a disciplinary committee consisting of Principal, two Heads of Department of which one should be from the faculty of the student, to inquire into acts of indiscipline and notify the University about the disciplinary action taken. The disciplinary action is subject to review by the University in case the student represents to the University. Any expulsion of the student from the college shall be with prior concurrence of the University.

20. REVISION OF REGULATION AND CURRICULUM

The University may from time to time revise, amend or change the Regulations, scheme of examinations and syllabi if found necessary.

- - - - -