

**ANNA UNIVERSITY :: CHENNAI - 600 025**

**Degree of Bachelor of Science (3 years)**

**REGULATIONS - 2003**

The following Regulations will be **applicable to all technical institutions affiliated to Anna University**. If autonomous status is granted to any institution, the Regulations then will be separately prescribed to such an institution by the Syndicate of the University.

**1. PRELIMINARY DEFINITIONS AND NOMENCLATURE**

In these Regulations, unless the context otherwise requires:

- i) **“Programme”** means Degree Programme, that is B.Sc. Degree Programme.
- ii) **“Branch”** means specialization or discipline of B.Sc. Degree Programme, like Apparel and Fashion Technology, Computer Technology and Information Technology.
- iii) **“Course”** means a theory or practical subject that is normally studied in a semester, like Mathematics, Computer practice, 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 Regulations.
- v) **“University”** means ANNA UNIVERSITY.

**2. ADMISSION**

- 2.1 Candidates for admission to the first semester of the B.Sc. Degree Programme shall be required to have passed the Examination as specified in [Table 1](#)

**OR**

any other examination of any University or authority accepted by the Syndicate of the University as equivalent thereto.

- 2.2 The eligibility criteria such as marks, number of attempts and physical fitness shall be as prescribed by the Syndicate of the University from time to time.
- 2.3 The candidate shall not have completed 21 years of age as on first of July of the year of application. For candidates belonging to SC/ST, the age limit is relaxable by 3 years.

### 3. **BRANCHES OF STUDY**

The lists of branches of study offered in various institutions are given below.

#### **B.Sc. Degree Programmes**

B.Sc. Apparel and Fashion Technology

B.Sc. Computer Technology

B.Sc. Information Technology

Each distributed over 6 semesters with 2 semesters per academic year.

### 4. **STRUCTURE OF PROGRAMMES**

4.1 Every Programme will have a curriculum and syllabi consisting of theory and practicals such as :

(i) General core courses comprising mathematics, humanities, basic sciences, Engineering Sciences etc.

(ii) Elective courses for specialization in related fields

(iii) Computer practice, laboratory work, Industrial training, seminar presentation, project work, education tours, camps etc.

(iv) NCC/NSS/NSO/YRC activities for character development.

4.2 Each theory and laboratory course shall carry 100 marks. Project work shall carry 200 marks.

4.3 Each semester curriculum shall normally have a blend of lecture courses not exceeding 6 and practical course not exceeding 3.

4.4. The medium of instruction, examinations and project report shall be in English, except for courses on language other than English.

### 5. **DURATION OF THE PROGRAMME**

A student is ordinarily expected to complete the B.Sc. Degree programme within the minimum period of three years / six semesters but in any case not more than five years/ 10 semesters. Each semester shall normally consist of 90 working days or 450 hours. 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-Semester Examination will ordinarily follow immediately after the last working day of the semester.

## **6. REQUIREMENTS FOR COMPLETION OF A SEMESTER**

**(Amended vide item 1.4 of the resolution of Fourth meeting the Academic Council held on 31.05.2004 and this Amended clause is applicable from December 2003-May 2004 session of the academic year 2003-2004)**

**6.1** A Candidate who has fulfilled the following conditions shall be deemed to have satisfied the requirement for completion of a semester.

**6.1.1** He / she secures not less than 75% overall attendance in that semester taking into account the total number of periods in all courses put together attended by the candidates as against the total numbers of periods in all courses offered during that semester.

However, a candidate who could Secure attendance between 65% and 74% only in the current semester due to medical reason hospitalization / accident / specific illness) or due to participation in 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.

**6.1.2 Deleted**

**6.1.3 Deleted**

**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.

## **7. FACULTY ADVISER**

To help the students in planning their courses of study and for general advise on the academic programme, the Head of the Department of the students 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.

## **8. CLASS COMMITTEE**

**8.1** 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 degree 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 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.
- 8.2 The class committee for a class under a particular branch is normally constituted by the head of the department. However, if the students of different branches are mixed in each class of the first/second semester (generally common to all branches), the class committee is to be constituted by the Head of the Institution.
- 8.3 The class committee shall be constituted on the first working day of any semester or earlier.
- 8.4 At least 4 student representatives (usually 2 boys and 2 girls) shall be included in the class committee.
- 8.5 The chairperson of the class committee may invite the Faculty adviser(s) and the Head of the department to the meeting of the class committee.
- 8.6 The Head of the institution may participate in any class committee of the institution.
- 8.7 The chairperson is required to prepare the minutes of every meeting, submit the same to 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.
- 8.8 The first meeting of the class committee shall be held within one week from the date of commencement of the semester, in order to inform the students about the nature and weightage of assessments within the framework of the Regulations. Two or three subsequent meetings may be held 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.

## **9. COURSE COMMITTEE FOR COMMON COURSES**

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

## **10. PROCEDURES FOR AWARDING MARKS FOR INTERNAL ASSESSMENT**

**(Amended vide item 1.5 of the resolution of Fourth meeting the Academic Council held on 31.05.2004 and this Amended clause is applicable from June 2004 – December 2004 session of the academic year 2004 – 2005)**

For all theory and practical courses the continuous assessment shall be for a maximum of 20 marks (consisting of 15 marks for tests / experiments and 5 marks for attendance) and for project work, the continuous assessment shall be for a maximum of 40 marks (consisting of 35 marks for project assessment and 5 marks for attendance). The above continuous assessment shall be awarded as per the procedure given below:

### **10.1 Tests / experiment / Project assessment**

The 15 marks for theory and practical courses (35 marks for Project work) shall be awarded as given below

#### **(i) Theory courses:**

Three tests each carrying 100 marks shall be conducted during the semester by the concerned Department / College. The total marks obtained in all tests put together out of 300, shall be proportionately reduced for 15 marks and rounded to nearest integer (This also implies equal weightage to all the three tests).

#### **(ii) Practical Courses:**

Every practical exercise / experiment shall be evaluated based on conduct of exercise / experiment and records maintained. There shall be at least one mid-semester test. The criteria for arriving at the internal assessment marks (15 marks) shall be decided based on the recommendation of the class committee and shall be announced at the beginning of every semester by the Principal.

**(iii) Project Work:**

The Principal shall constitute a review committee for each branch of study. There shall be three assessments (each 100 Marks) during the semester by the review committee. The student shall make presentation on the progress made by him / her before the committee. The total marks obtained in the three assessments shall be reduced for 35 marks and rounded to the nearest integer. (This also implies equal weightage to all the three assessments).

**10.2 Attendance**

The remaining 5 marks for attendance shall be awarded as given below:

**Theory and Practical courses and Project Work**

- 76% to 80% of attendance - 1 mark
- 81% to 85% of attendance - 2 marks
- 86% to 90% of attendance - 3 marks
- 91% to 95% of attendance - 4 marks
- 96% to 100% of attendance - 5 marks

**10.3** Every teacher is required to maintain an 'ATTENDANCE AND ASSESSMENT RECORD' which consists of attendance marked in each lecture or practical or project work class, the test marks and the record of class work (topic covered), separately for each course. This should be submitted to the Head of the department periodically (at least three times in a semester) for checking the syllabus coverage and the records of test marks and attendance. The Head of the department will put his signature and date after due verification. At the end of the semester, the record should be verified by the Principal 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.

**11. EXAMINATIONS**

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, both internal and external examiners shall be appointed by the University. The maximum mark for each theory and practical course (excluding the Project work and Viva Voce Examination in the Sixth Semester) shall be 100 comprising of 20 marks for Internal assessment and 80 marks for the examinations conducted by the University. For the project work and viva-voce examination the maximum marks shall be 200 comprising of 40 marks for internal assessment and 160 for the University examination. The break-up details as follows:

<b>Project work</b>	<b>Marks</b>
Internal Assessment Evaluation of Project Report	- 40
By External examiner	- 60
Viva-Voce Examination	- 100

## **12. REQUIREMENTS FOR APPEARING FOR SEMESTER EXAMINATION**

- i. 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 6.1) and has registered for examination in all courses of that semester.
- ii. In addition, the candidate shall satisfy the following conditions:
  - a. To be permitted to register for the semester examination of theory courses of V Semester the candidate should have passed the examination in all courses of the first Semester.
  - b. To be permitted to register for the Semester examination of theory courses of VI Semester the candidate should have passed the examination in all courses of the first and second Semesters.

## **13. PASSING REQUIREMENT**

**(Amended vide item 1.4 of the resolution of Fourth meeting the Academic Council held on 31.05.2004 and this Amended clause 13.1 is applicable from November 2003 / December 2003 semester examination)**

- 13.1 A candidate who secures not less than 50% of total marks prescribed for the courses with a minimum of 45% of the marks prescribed for the end-semester University Examination in both theory and practical courses (including Project work), shall be declared to have passed in the Examination.
- 13.2 If a candidate fails to secure a pass in a particular course, it is mandatory that he/she shall register and reappear for the examination in that course during the 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.
- 13.3\*\* 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

**(\*\* Vide item 5.1.9 of the Minutes of Fifth meeting the Academic Council held on 11.12.2004)**

#### **14. 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.

1. The college in which the candidate studied.
2. The marks obtained in each subject in internal assessment and University Examination.
3. Whether the candidate has passed or failed in the courses concerned.

#### **15. ELIGIBILITY FOR THE AWARD OF DEGREE**

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

- (i) Successfully completed the course requirements and has passed all the prescribed examinations in all the 6 semesters within a maximum period of 5 years (10 semesters) reckoned from the commencement of the first semester to which the candidate was admitted.
- (ii) Completed the NCC/NSS/NSO/YRC requirements.
- (iii) No disciplinary action pending against the student.

The award of the Degree must have been approved by the Syndicate of the University.

#### **16. CLASSIFICATION OF THE DEGREE AWARDED**

- 16.1 A candidate who qualifies for the award of the Degree (vide clause 15) having passed the examination in all the subjects of all the six semesters in his/her first appearance within six consecutive semesters securing an aggregate of not less than 75% of total marks (Internal assessment plus semester exam marks) shall be declared to have passed the examination 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 (vide clause 18 (iii)) will not be counted for the purpose of classification.
- 16.2 A candidate who qualifies for the award of the Degree (vide clause 15) having passed the examination in all the subjects within a maximum period of six consecutive semesters reckoned from the commencement of study securing an aggregate of not less than 60% of total marks (Internal assessment plus semester exam marks) shall be declared to have passed the examination in First Class. For this purpose the withdrawal from examination (vide clause 17) will not be

construed as an appearance. Further, the authorized break of study (vide clause 18 (iii)) will not be counted for the purpose of classification.

- 16.3 All other candidates (not covered in clauses 16.1 and 16.2) who qualify for the award of the degree (vide clause 15) shall be declared to have passed the examination in Second Class.
- 16.4 A candidate who is absent in semester examination in a course / project work after having registered for the same shall be considered to have appeared in that examination for the purpose of classification.
- 16.5 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.

#### **17. PROVISION FOR WITHDRAWAL FROM EXAMINATION**

- i. A candidate may, for valid reasons, be granted permission to withdraw from appearing for the examination in any course or courses of only one semester examination during the entire duration of the degree programme. Also only one application for withdrawal is permitted for that semester examination in which withdrawal is sought.
- ii. Withdrawal application shall be valid only if the candidate is otherwise eligible to write the examination and if it is made ten days prior to the commencement of the examination in that course or courses and also recommended by the Head of the Department and the Head of the Institution.
- iii. Withdrawal shall not be construed as an appearance for the eligibility of a candidate for First Class with Distinction.

#### **18. 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 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 Head of the Institution in advance, in any case, not later than the last date for registering 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 duration specified for passing all the courses for the purpose of classification vide clause 16.1 and 16.2 shall be increased by the period of such break of study permitted.
- 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 5 irrespective of the period of break of study in order that he/she may be eligible for the award of the degree (vide clause 15)
- 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 18(iii) is not applicable for this case.

## **19. PERSONALITY AND CHARACTER DEVELOPMENT**

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

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

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

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

**Youth Red Cross (YRC)** will have activities related to social services in and around college/institutions. However YRC will not have special camps of 10 days.

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

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

## **20. DISCIPLINE**

**(Amended vide item 1.4 of the resolution of Fourth meeting the Academic Council held on 31.05.2004 and this Amended clause is applicable from December 2003-May 2004 session of the academic year 2003-2004)**

Every student is required to observe disciplined and decorous behavior both inside and outside the college and not to indulge in any activity which will tend to bring down the prestige of the University / College.

The 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 enquire into acts of indiscipline and notify the University about the disciplinary action recommended for approval.

## **21. 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.

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**TABLE – I****(Amended in the 3<sup>rd</sup> meeting of the Academic Council - vide item no.2.6.4)**

<b>Sl. No.</b>	<b>PROGRAMME</b>	<b>QUALIFICATION FOR ADMISSION</b>
1.	B.Sc. Apparel and Fashion Technology	Higher secondary examination (academic / vocation) of the (10+2) curriculum prescribed by the appropriate authority of Govt. of Tamil Nadu or three year Diploma in Engineering / Technology of Govt. of Tamil Nadu or equivalent.
2.	B.Sc. Computer Technology	Higher secondary examination (academic / vocation) of the (10+2) curriculum prescribed by the appropriate authority of Govt. of Tamil Nadu or three year Diploma in Engineering / Technology of Govt. of Tamil Nadu or equivalent.
3.	B.Sc. Information Technology	Higher secondary examination (academic / vocation) of the (10+2) curriculum prescribed by the appropriate authority of Govt. of Tamil Nadu or three year Diploma in Engineering / Technology of Govt. of Tamil Nadu or equivalent.