

ANNA UNIVERSITY, CHENNAI

AFFILIATED COLLEGES REGULATIONS 2009

CREDIT SYSTEM

POST-GRADUATE PROGRAMMES

The following Regulations are **applicable to all Engineering Colleges affiliated to Anna University, Chennai (other than Autonomous Colleges) and to all the University Colleges of Engineering of Anna University, Chennai.**

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 specialization or discipline of M.E. / M.Tech. Degree Programme like “Structural Engineering”, “Engineering Design”, etc.
- iii. **“Course”** means Theory or Practical subject that is normally studied in a semester, like Applied Mathematics, Advanced Thermodynamics, etc.
- iv. **“Head of the Department”** means Head of the Department concerned.
- v. **“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 and Regulations.
- vi. **“Director, Academic Courses”** means the authority of the University who is responsible for all academic activities of the University for implementation of relevant Rules and Regulations.
- vii. **“Controller of Examinations”** means the Authority of the University who is responsible for all activities of the University Examinations.
- viii. **“University”** means ANNA UNIVERSITY, CHENNAI.

2 PROGRAMMES OFFERED, MODES OF STUDY AND ADMISSION REQUIREMENTS

2.1 P.G. PROGRAMMES OFFERED:

1. M.E
2. M.Tech.
3. M.B.A.
4. M.C.A.

2.2 MODES OF STUDY:

2.2.1 Full-Time:

Candidates 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 candidates 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 PG programme.

2.2.2 Part-Time – Day Time Mode:

This mode of study is applicable to those candidates admitted under sponsored category (Teacher candidates). In this mode of study, the candidates are required to attend classes along with Full-Time students for the required number of courses and complete the course in three years.

2.2.3 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 Post-Graduate Degree Programme shall be required to have passed an appropriate Under-Graduate Degree Examination of Anna University as specified under qualification for admission as per the Tamil Nadu Common Admission (TANCA) criteria.

Note: TANCA releases the updated criteria during the admissions every academic year.

Admission shall be offered only to the candidates who possess the qualification prescribed against each course.

Any other relevant qualification which is not prescribed in column 3 against each programme shall be considered for equivalence by the committee constituted for the purpose. Admission to such degrees shall be offered only after obtaining equivalence to such degrees.

- 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 at the time of admission.
- 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 the class obtained, the 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 (Day-Time mode) 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** The Curriculum and Syllabi of all the P.G. Programmes shall be approved by the Academic Council of Anna University. The number of Credits to be earned for the successful completion of the programme shall be as specified in the Curriculum of the respective specialization of the P.G. Programme
- 3.3** Each semester shall normally consist of 90 working days or 350 periods of each 50 minutes duration, for full-time mode of study (400 Periods for M.B.A.) or 200 periods 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 Examinations (End Semester Examination) will be scheduled after the last working day of the semester.

3.4 Credits will be assigned to the courses for different modes of study as given below:

3.4.1 The following will apply to all modes of P.G. Programmes.

- One credit for each lecture period allotted per week
- One credit for each tutorial period allotted per week
- One credit for each seminar/practical session of two periods designed per week.

3.4.2 Four weeks of practical training in any industrial / research laboratory correspond to one credit, and is applicable to all modes of study.

3.5 The minimum prescribed credits required for the award of the degree shall be within the limits specified below:

PROGRAMME	PRESCRIBED CREDIT RANGE
M.E. / M.Tech.	65 to 75

Programme	Prescribed Credits
M.C.A.	118
M.B.A.	90

4 STRUCTURE OF THE PROGRAMME

4.1 Every **Programme** 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.

A candidate may be permitted by the Head of the Department to choose a maximum of two electives from P.G. Programmes offered in any other Department of the Institutions during the period of his/her study, provided the Head of the Department offering such course also approves such requests subject to no clash in the time-table for the lecture classes of both departments.

4.1.2 Practical training or Industrial Training, if specified in the Curriculum, should be organized by the Head of the Department / Institution for a duration not exceeding 4 weeks.

4.1.3 The medium of instruction shall be English for all courses, examinations, seminar presentations and project thesis/dissertation reports.

4.2 Maximum Marks

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

Each of the theory and practical courses (including project work) shall carry a maximum of 100 marks of which 20 marks will be through internal assessment and the University Examination (ESE) will carry 80 marks.

4.2.2 The Industrial Training or Seminar shall carry 100 marks and shall be evaluated through internal assessment.

4.3 PROJECT WORK

The project work for M.E. / M.Tech. Programmes consists of Phase-I and Phase-II. The Phase-I is to be undertaken during III semester and Phase-II, which is a continuation of Phase-I is to be undertaken during IV semester.

4.3.1 In case of candidates of M.E. / M.Tech. Programmes not completing Phase-I of project work successfully, the candidates can undertake Phase-I again in the subsequent semester. In such cases the candidates can enroll for Phase-II, only after successful completion of Phase-I.

4.3.2 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 a Ph.D. degree or PG degree with a minimum of 3 years experience in teaching PG courses.

4.3.3 A candidate may, however, in certain cases, be permitted to work on projects in an Industrial/Research Organization, on the recommendations of the Head of the Department Concerned. 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.

4.3.4 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.

4.3.5 The deadline for submission of final Project Report is 60 calendar days from the last working day of the semester in which project / thesis / dissertation is done. However, the Phase-I of the Project work in the case M.E. / M.Tech. Programmes shall be submitted within a maximum period of 30 calendar days from the last working day of the semester as per the academic calendar published by the University.

5 EVALUATION OF PROJECT WORK

The evaluation of Project Work for Phase-I & Phase-II in the case of M.E. / M.Tech. and project work of M.B.A and M.C.A shall be done independently in the respective semesters and marks shall be allotted as per the weightages given in Clause 12.2.

There shall be two assessments (each 100 marks) during the Semester by a review committee. The Student shall make presentation on the progress made before the Committee. The Head of the Department shall Constitute the review committee for each branch of study. The total marks obtained in the two assessment shall be reduced to 15 marks and rounded to the nearest integer. There will be a vice-voce Examination during End Semester Examinations conducted by a Committee consisting of the Supervisor, one Internal Examiner and one External Examiner.

- 5.1 The project work shall be evaluated for a maximum of 100 marks of which 20 marks will be through internal assessment.

There should be a minimum of two reviews for each phase (Phase I and Phase II) to be conducted separately with Internals 20 marks and External 80 marks for each phase which can be distributed as detailed below.

Project work	Internal (20 Marks) 15+5 (Attendance)		External (80 Marks)			
	Review - I	Review - II	Thesis Submission (30 Marks)	Viva – Voce (50 Marks)		
			External	Internal	External	Supervisor
Phase – I	7.5	7.5	30	16.66	16.66	16.66
Phase - II	7.5	7.5	30	16.66	16.66	16.66

- 5.2 The Project Report prepared according to approved guidelines and duly signed by the supervisor(s) and the Head of the Department concerned, shall be submitted to the Head of the Institution.

- 5.3 The evaluation of the Project Work Phase - I & Phase - II (M.E. / M.Tech.) will be based on the project report submitted in each of the Phase – I & Phase - II semesters and a Viva-Voce Examination by a team consisting of the supervisor, an internal examiner (other than the supervisor) and an External Examiner for each programme. The internal examiner and the external examiner shall be appointed by the University for the evaluation.

- 5.3.1 If the candidate fails to obtain 50% of the internal assessment marks in the Phase–I and Phase–II / final project, he/she will not be permitted to submit

the report for that particular semester and has to re-enroll for the same in the subsequent semester.

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-enroll for the same in a subsequent semester. This applies to both Phase-I and Phase-II in the case of M.E. / M.Tech. Project Work and the Final Project work of M.B.A. / M.C.A.

If a candidate fails in the viva-voce examinations of Phase-I, he/she has to resubmit the Project Report within 30 days from the date of declaration of the results. If he / she fails in the viva-voce examination of Phase-II of Project work of M.E. / M.Tech. or the Final Project work of M.B.A. / M.C.A, he/she shall resubmit the Project Report within 60 days from the date of declaration of the results. For this purpose the same Internal and External examiners shall evaluate the resubmitted report.

- 5.3.2** A copy of the approved Project Report after the successful completion of viva-voce examinations shall be kept in the library of the college / institution.
- 5.3.3** 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 / CGPA.
- 5.3.4** Practical 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.
- 5.3.5** At the end of Practical Training / Summer Project 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.

6 CLASS 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.

7 CLASS COMMITTEE

7.1 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 period.
- 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 improving the Students Performance
- Identifying the weak students, if any, in any specific subject and requesting the teachers concerned to provide some additional help or guidance or coaching to such weak students as frequently as possible.

7.2 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.

7.3 The class committee shall be constituted on the first working day of any semester or earlier.

7.4 At least 2 student representatives (usually 1 boy and 1 girl) shall be included in the class committee.

7.5 The chairperson of the class committee may invite the Class adviser(s) and the Head of the Department to the meeting of the class committee.

7.6 The Head of the Institution may participate in any class committee of the institution.

- 7.7** The Chairperson of the Class Committee 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.
- 7.8** 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.

8 COURSE COMMITTEE FOR COMMON COURSES

Each common 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 Assessment Test(s).

9 PROCEDURES FOR AWARDING MARKS FOR INTERNAL ASSESSMENT

- 9.1** 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 (topics 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 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 assessments of both current and previous semesters.

9.2 Internal Assessment for Theory Courses:

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). The above continuous assessment shall be awarded as per the procedure given below:

(a) Theory Courses:

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

(b) Practical Courses:

Every practical exercise / experiment shall be evaluated based on the exercise / experiment prescribed as per the syllabi and the records of work done maintained. There shall be at least one test during the semester. 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.

9.3 Seminar:

The seminar is to be considered as purely INTERNAL (with 100% internal marks only). Every student is expected to present a minimum of 4 seminars per semester and for each seminar marks can be equally apportioned. At the end of the semester the marks can be consolidated and taken as the final mark and hence, there is no need for End Semester Examination for SEMINAR.

10 ATTENDANCE REQUIREMENTS FOR COMPLETION OF A SEMESTER

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

Ideally every student is expected to attend all classes and earn 100% attendance. However in order to allow provision for certain unavoidable reasons such as prolonged hospitalization / accident / specific illness the student is expected to earn a minimum of 75% attendance to become eligible to write the End-Semester Examinations.

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

10.2 However, a candidate who secures overall attendance between 65% and 74% in that current semester due to medical reasons (prolonged hospitalization / accident / specific illness / participation in sports events) may be permitted to appear for the current semester examinations subject to the condition that the candidate shall submit the medical certificate / sports participation certificate to the Head of the Institution. The same shall be forwarded to the COE, Anna University Chennai for record purposes.

10.3 Candidates who could secure less than 65% overall attendance and **Candidates who do not satisfy the clauses 10.1 & 10.2** will not be permitted to write the end-semester examination of that current semester and are not permitted to go to next semester. They are required to repeat the incomplete semester in the next academic year.

11 REQUIREMENTS FOR APPEARING FOR SEMESTER EXAMINATION

11.1 A candidate shall normally be permitted to appear for the University examinations of the current semester if he/she has satisfied the semester completion requirements as per clause 10.1 & 10.2 and has registered for examination in all courses of the current semester.

11.2 Further, 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.

12 UNIVERSITY EXAMINATIONS

12.1 There shall be an End- 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 20 marks for internal assessment.

12.2 WEIGHTAGES

The following will be the weightages for different courses.

i) Lecture or Lecture cum Tutorial based course:

Internal Assessment	-	20%
End Semester Examination	-	80%

ii) Laboratory based courses

Internal Assessment	-	20%
End Semester Examination	-	80%
iii) Project work		
Internal Assessment	-	20%
Evaluation of Project Report by external examiner	-	30%
Viva-Voce Examination	-	50%

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 PASSING REQUIREMENTS

13.1 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 each of the course of the End-Semester University Examination in both theory and practical courses, shall be declared to have passed in the Examination.

13.2 If the candidate fails to secure a pass in a particular course as per clause 13.1, it is mandatory that the candidate shall register and re-appear for the examination in that course during the subsequent semester when examination is conducted for that course. Further, the candidate should continue to enrol and reappear for the examination till a **pass** is secured in such arrear course.

The internal assessment marks obtained by the candidate in the first appearance shall be retained and considered valid for all subsequent attempts till the candidate secure a pass.

13.2.1 The internal assessment marks obtained by the candidate in the first appearance shall be retained and considered valid for all subsequent attempts till the candidate secure a pass. However, from the 3rd attempt onwards if a candidate fails to obtain pass marks (IA + End Semester Examination) as per clause 13.1 then the passing requirement shall be as follows: The candidate should secure 50% and above the maximum marks prescribed for course in the university examinations alone irrespective of Internal Assessment marks obtained.

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:
- Successfully passed all the courses as specified in the curriculum corresponding to his/her programme within the stipulated period. (as per clause 3.1)

- ii. No disciplinary action is pending against him/her.
- iii. The award of the degree must have been approved by the syndicate.

15 AWARD OF LETTER GRADES

15.1 All assessments of a course will be done on absolute marks basis. However, for the purpose of reporting the performance of a candidate, letter grades, each carrying certain points specified, will be awarded as per the range of total marks (out of 100) obtained by the candidate (Regular or Arrear), as detailed below:

Letter grade	Grade Points	Marks Range
S	10	91 – 100
A	9	81 – 90
B	8	71 – 80
C	7	61 – 70
D	6	57 – 60
E	5	50 – 56
U	0	< 50
I	0	
W	0	

A student is deemed to have passed and acquired the corresponding credits in a particular course if he / she **obtained** any one of the following grades: “S”, “A”, “B”, “C”, “D”, “E”.

“**U**” denotes unsatisfactory grade which requires Reappearance (RA) in the examination for that particular course.

The Letter “**W**” denotes **withdrawal** from the course. (Clause 18)

The Letter “**I**” denotes inadequate attendance (as per clause 10.3) and hence prevention from writing the End Semester Examinations.

(Grade “**I**” and “**W**” will figure only in the **Result Sheets**).

15.2 Grade Sheet

After results are declared, Grade Sheets will be issued to each student which will contain the following details:

- **The college in which the candidate has studied.**
- **The list of courses enrolled 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 enrolled from first semester onwards.

GPA for a semester is the ratio of the sum of the products of the number of credits for courses acquired and the corresponding points to the sum of the number of credits for the courses acquired in the semester.

$$\text{GPA} = \frac{\text{Sum of [Credits Acquired x Grade Points]}}{\text{Sum of Credits Acquired}}$$

CGPA will be calculated in a similar manner, considering all the courses registered from first semester. "U", "I" and "W" grades will be excluded for calculating GPA and CGPA.

$$\text{CGPA} = \frac{\sum_{i=1}^n C_i \text{GP}_i}{\sum_{i=1}^n C_i}$$

where C_i – is the Credits assigned to the course
 GP_i – is the Grade point corresponding to the grade obtained for each Course
 n – is number of all Courses successfully cleared during the particular semester in the case of GPA and during all the semesters in the case of CGPA

16 CLASSIFICATION OF THE DEGREE AWARDED

16.1 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 securing a **CGPA of not less than 8.50** shall be declared to have passed the examination in **First Class with Distinction**. For this purpose the

withdrawal from examination (vide clause 18) will not be construed as an appearance. Further, the authorized break of study (vide clause 19) will not be counted for the purpose of classification.

16.2 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 plus one year (two semesters), securing a **CGPA of not less than 6.50** shall be declared to have passed the examination in **First Class**. For this purpose the authorized break of study (vide clause 19) the Withdrawal from the Examination, as well, 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 14) shall be declared to have passed the examination in **Second Class**.

A candidate who is absent in End 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.

17 REVALUATION

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 Institutions. The Controller of Examinations will arrange for the revaluation and the results will be intimated to the candidate concerned through the Head of the Institutions. Revaluation is not permitted for practical courses and for project work.

18 PROVISION FOR WITHDRAWAL FROM EXAMINATION:

A candidate may, for valid reasons, be granted permission to withdraw from appearing for any course(s) 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.

Withdrawal application shall be valid only if the candidate is otherwise eligible (as per clause 10.1 or 10.2) to write the examination and if it is made **prior to the examination** in that course(s) and also recommended by the Head of Department and Head of the Institution. A Xerox copy of the hall ticket must be enclosed along with the withdrawal application and submitted to the COE, Anna University, Chennai.

Withdrawal shall not be construed as appearance for the eligibility of a candidate for the purpose of classification, vide clause 16.1.

19 AUTHORIZED BREAK OF STUDY FROM A PROGRAMME

- 19.1 Break of Study shall be granted only once for valid reasons for a maximum of one year during the entire period of study of the degree programme.** However, in extraordinary situation the candidate may apply for additional break of study not exceeding another one year by paying prescribed fee for break of study. If a candidate intends to temporarily discontinue the programme in the middle of the semester for valid reasons, and to re-join the programme in a subsequent year, permission may be granted based on the merits of the case provided he / she applies to the **Director, Student Affairs in advance**, but not later than the last date for registering for the End Semester Examinations of the semester in question, through the Principal of the Institution stating the reasons therefor and the probable date of re-joining the programme. However, if the candidate has not completed the first semester of the programme, Break of Study will be considered only on valid medical reasons.
- 19.2** The candidate permitted to re-join the Programme after the break shall be governed by the Curriculum and Regulations, in force, at the time of re-joining. **If the Regulations is changed**, then, those candidates may have to do additional courses as prescribed by the **Director, Academic courses**.
- 19.3** 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 16.1 and 16.2).
- 19.4** 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 16).
- 19.5** 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 19.3 is not applicable for this case.

20 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 Departments 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 done with prior concurrence of the University.

21 REVISION OF REGULATIONS, CURRICULUM AND SYLLABUS

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