

New Regulations with Choice based Credit System
AUTONOMOUS REGULATIONS OF M.E DEGREE PROGRAMMES

(For batches of candidates admitted in **2018-19** and subsequently)

COMMON TO ALL POST GRADUATE PROGRAMMES

The following Regulations is applicable to the students admitted to M.E Programmes from the academic year 2018-2019.

1. PRELIMINARY DEFINITIONS AND NOMENCLATURE

In these Regulations, unless the context otherwise requires:

- i. **“Programme”** means Post graduate Degree Programme e.g. M.E., Degree Programme.
- ii. **“Branch”** means specialization or discipline of M.E. 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. **“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.
- v. **“Chairman”** means the Head of the Faculty.
- vi. **“Head of the Department”** means Head of the Department concerned.
- vii. **“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.
- viii. **“Controller of Examinations”** means the Authority of the University who is responsible for all activities of the University Examinations.
- ix. **“University”** means ANNA UNIVERSITY, CHENNAI.

2. STRUCTURE OF THE PROGRAMMES

2.1 Categorization of Courses

Every Post Graduate Degree Programme will have a curriculum with syllabi consisting of theory and practical courses that shall be categorized as follows:

- i. **Basic Science (BS)** may include Mathematics or other basic courses
- ii. **Professional Core (PC)** courses include the core courses relevant to the chosen specialization/branch.
- iii. **Program Elective (PE)** courses include the elective courses relevant to the chosen specialization/ branch.
- iv. **Open Elective (OE)** The Open electives are those offered by other than the parent department. A student has to take elective course from the list of open electives offered by other departments of M.E programme with a total number of prescribed credits during his/her course of study.
- v. **Employability Enhancement Courses (EEC)** includes Project Work and/or Internship, Seminar, Professional Practices, Summer Project, Case Study and Industrial / Practical Training.
- vi. **Mandatory Course:** Mandatory course is a non-credit course offered by the college/department during third semester of study.
- vii. **Audit Courses:** Audit course is open to all students. A student will be permitted to do two numbers of audit courses each in First and Second Semester. Students should apply for a self-study course with appropriate recommendation of the course coordinator and the Head of the Department of the Students programme .Normally, no formal lectures will be held for an audit course, but laboratory, design and computation exercises will be conducted if they form an integral part of the course. The credits earned through Audit courses will neither be accounted in calculating the CGPA nor deciding the classification of the degree.

2.2 Courses per Semester

Curriculum of a semester shall normally have a blend of lecture courses and practical courses including Employability Enhancement Courses. Each course may have credits assigned as per clause 2.3.

2.3 Credit Assignment

Each course is assigned certain number of credits based on the following:

Contact period per week	CREDITS
1 Lecture Period	1
2 Tutorial Periods	1
2 Practical Periods (Laboratory / Seminar / Project Work etc.,)	1

The Contact Periods per week for Tutorials and Practical can only be in multiples of 2.

2.4 Project Work

- 2.4.1** The project work for M.E Programmes consist 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.
- 2.4.2** In case of candidates of M.E 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.
- 2.4.3** Project work shall be carried out under the supervision of a “qualified teacher” in the Department concerned. In this context “qualified teacher” means the faculty member possessing (i) PG degree with minimum of 3 years experience in teaching or (ii) Ph.D. degree.
- 2.4.4** A candidate may, however, in certain cases, be permitted to work on projects in an Industrial/Research Organization, on their commendations 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.
- 2.4.5** The Project work (Phase II in the case of M.E) shall be pursued for a minimum of 16 weeks during the final semester.

3. DURATION AND STRUCTURE 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.	4	8

- 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 75 working days or 540 periods of each 60 minutes duration, for full-time mode of study or 250 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. For the purpose of calculation of attendance requirement for writing the end semester examinations (as per clause 9) by students, following method shall be used.

$$\text{Attendance} = \frac{\text{Percentage of Total no. of periods attended in all the courses per semester}}{(\text{No. of periods / week as prescribed in the curriculum}) \times 15 \text{ taken together for all courses of the semester}} \times 100$$

End Semester Examinations conducted by the University will be scheduled after the last working day of the semester.

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

Programme	Prescribed Credit Range
M.E.	68-71

4. COURSE REGISTRATION

- 4.1** The Institution is responsible for registering the courses that each student is proposing to undergo in the ensuing semester. The student can also register for courses for which the student has failed in the earlier semesters. In such cases the student shall do reappearance registration for those courses for which the attendance requirement is not compulsory. However, the students have the option to take up some other professional elective or open elective that he has failed to pass. But, the total number of credits that a student is allowed to register per semester cannot exceed 36. The registration details of the candidates may be approved by the Head of the Institution and forwarded to the Controller of Examinations. This registration is for undergoing the course as well as for writing the End Semester Examinations. No Elective course shall be offered by any department of any institution unless a minimum 5 students register for the course. However, if the students admitted in the associated Branch and Semester is less than 5, this minimum will not be applicable.

The courses that a student registers in a particular semester may include

- Courses of the current semester.
- The core (Theory/Lab/EEC) courses that the student has not cleared in the previous semesters.
- Elective courses which the student failed (either the same elective or a different elective instead)

5. EVALUATION OF PROJECT WORK

The evaluation of Project Work for Phase-I & Phase-II in the case of M.E. shall be done independently in the respective semesters and marks shall be allotted as per the weightages given in Clause 5.1.

- 5.1** There shall be three assessments (each 100marks) during the Semester by are view committee. 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 marks obtained in the three assessments shall be reduced to 20marks and rounded to the nearest integer

(as per the Table given below). 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. The internal examiner and the external examiner shall be appointed by the Controller of Examination. The distribution of marks for the internal assessment and End semester examination is given below:

Internal Assessment (60 Marks)			End Semester Examination (40 Marks)			
Review – I	Review - II	Review - III	Thesis Submission 20 Marks)		Viva – Voce (Rounded to 20 Marks)	
			Internal Examiner	External Examiner	Internal Examiner	External Examiner
20	20	20	10	10	10	10

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

- 5.2** 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./Project Work and the Final Project work.

If a candidate fails in the end semester 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 End semester examination of Phase–II of Project work of M.E. / he/she shall resubmit the Project Report within 60 days from the date of declaration of the results. The resubmission of a project report and subsequent viva-voce examination will be considered as reappearance with payment of exam fee. For this purpose the same Internal and External examiners shall evaluate the resubmitted report.

- 5.2.1** 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.
- 5.2.2** Practical / Industrial Training, Summer Project if specified in the Curriculum shall not exceed the maximum duration of 4 weeks and should be organized by the Head of the Department for every student.
- 5.2.3** At the end of Practical/Industrial 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 for 100 marks will be carried out internally based on this report and a Viva- Voce Examination will be conducted by a Departmental Committee constituted by the Head of the Institution. Certificates submitted by the students shall be attached to the mark list sent by the Head of the Institution to the Controller of Examination.

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 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.

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

6.5 The chairperson of the class committee shall invite the Class 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 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.

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. ATTENDANCE REQUIREMENTS FOR COMPLETION OF A SEMESTER

7.1 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 as per clause 3.3.

7.2 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 Controller of Examinations for record purposes.

7.3 Candidates who could secure less than 65% overall attendance and **Candidates who do not satisfy the Clauses 7.1 & 7.2** 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.

8. PROCEDURES FOR AWARDING MARKS FOR INTERNAL ASSESSMENT(IA)

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 100marks of which 40marks will be through internal assessment and the End Semester Examination (ESE) will carry 60marks.

8.1 The marks for the continuous assessment shall be awarded as per the procedure given below:

(i) Theory Courses:

Three tests each carrying 100marks 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 20marks and rounded to the nearest integer (This also implies equal weightage to all the three tests).

(ii) Practical Courses:

The assessment for all the laboratory courses will comprise of continuous internal assessment and semester end examination. The continuous internal assessment and semester end examination, in general, will carry 60 marks and 40 marks respectively. Each laboratory course shall be evaluated based on the conduct of experiments / record / viva voce / development of software packages etc. The criteria for arriving at the continuous internal assessment marks shall be decided by the faculty-in-charge of the laboratory course in consultation with the HOD. Semester end examination will be conducted by an internal examiner, normally the laboratory in charge, and an external examiner to be appointed by the Controller of examinations.

8.2 Assessment for Online Courses

Students may be permitted to credit one online course (which are provided with certificate) subject to a maximum of three credits. This online course of 3 credits can be considered instead of one elective course.

8.3 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 (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 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. REQUIREMENTS FOR APPEARING FOR SEMESTER EXAMINATION

- 9.1** 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 7.1 & 7.2 and has registered for examination in all courses of the current semester.
- 9.2** 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.
- 9.3** 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.

10. UNIVERSITY EXAMINATIONS

- 10.1** 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 April and June in the even semesters.

For the practical examinations (including project work), both internal and external examiners shall be appointed by the University.

10.2 WEIGHTAGE

The following will be the weightage for different courses.

- | | | |
|------|--|-------|
| ii) | Lecture or Lecture cum Tutorial based course: | |
| | Internal Assessment | -40% |
| | End Semester Examination | -60% |
| iii) | Laboratory based courses | |
| | Internal Assessment | -60% |
| | End Semester Examination | -40% |
| iv) | Project work | |
| | Internal Assessment | -60% |
| | Evaluation of Project Report
by external examiner | -20% |
| | Viva-Voce Examination | -20% |
| v) | Practical training / summer project / seminar | |
| | Internal Assessment | -100% |

11. PASSING REQUIREMENTS

- 11.1** A candidate who secures not less than 50% of total marks prescribed for the course 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 course and acquired the relevant number of credits.
- 11.2** If a student fails to secure a pass in a theory course (except electives), the student shall do reappearance registration only along with regular students for that course in the subsequent semester, when offered next, earn continuous assessment marks and attend the end semester examination.
- 11.3** If the course, in which the student has failed, is a professional elective or an open elective, the student may be permitted to register for the same course, earn continuous assessment marks and attend the End Semester Examination or any other professional elective or open elective course in the subsequent semesters, attend the classes and fulfill the attendance requirements as per Clause 7.
- 11.4** If a student fails to secure a pass in a laboratory course, the student shall register for the course again, when offered next.
- 11.5** If a student fails to secure a pass in project work, the student shall register for the course again, when offered next.
- 11.6** The passing requirement for the courses which are assessed only through purely internal assessment (EEC courses except project work), is 50% of the internal assessment marks only.
- 11.7** If a student has failed in the final semester examination he/ she may be allowed to register for the course in the next semester itself.
- 11.8** A student can apply for revaluation of the student's semester examination answer paper in a theory course, within 2 weeks from the declaration of results, on payment of a prescribed fee along with prescribed application to the COE through the Head of the Institution. The COE will arrange for the revaluation and the results will be intimated to the student concerned through the Head of the Institution. Revaluation is not permitted for laboratory course and project work.

12. AWARD OF LETTER GRADES

- 12.1** All assessments of a course will be evaluated on absolute marks basis. However, for the purpose of reporting the performance of a candidate, letter grades, each carrying certain number of points, will be awarded as per the range of total marks (out of 100) obtained by the candidate in each subject as detailed below:

Grade	Description	Range of marks	Grade Points
S	Outstanding	90-100	10
A	Excellent	80-89	9
B	Very Good	70-79	8
C	Good	60-69	7
D	Average	55-59	6
E	Satisfactory	50-54	5
RA	Reappearance	<50	0
W	Withdrawal	Not applicable	0
IA	Inadequate Attendance	Not applicable	0
AB	Absent	Not applicable	0

13. GRADE SHEETS

After the publication of the results, each student will be issued individual grade sheet for each Semester containing the following information:

- i. The list of courses enrolled during the Semester and the grade awarded.
- ii. The Semester Grade Point Average (SGPA) and the cumulative Grade Point Average (CGPA) of all courses successfully cleared from First Semester Onwards.
- iii. Credits enrolled and credits earned up to the current semester.

Computation SGPA to be done by dividing the sum of Credit Point of all Courses by the total number of credits registered in a Semester, leading finally to CGPA for evaluating student's performance at the end of two or more Semesters cumulatively.

Formula for GPA & CGPA

$$\text{GPA} = \frac{\text{Sum of (Credits assigned * Grade points acquired in each subjects)}}{\text{Sum of Credits assigned to the subjects}}$$

CGPA will be calculated in a similar manner, considering all the subjects registered from semester.

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

Where, C_i - is the Credit assigned to the i^{th} subject

GP_i - is the grade point corresponding to the grade in i^{th} subject. (Refer Table Above)

n - is the number of subjects registered during the particular semester in the case of SGPA and during all the semester in the case of CGPA

FORMULA FOR CALCULATING PERCENTAGE OF MARKS

$\text{CGPA} \times 10 = \% \text{ OF MARKS}$

14. PASSING A COURSE:

A student is deemed to have passed a course if he/she has obtained a minimum of 50 % of the prescribed marks in the semester end examination (Both theory and practical) to qualify for the grading and grade points.

If a student 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 when the examination is conducted in a subsequent semester. Further, he/she should continue to register and reappear for the examination till he / she secures a pass.

A student, who is absent for the semester end examination or withdraws from the semester end examination or secures a letter grade RA (Grade point 0) in any course carrying continuous internal assessment and semester end examination marks, will retain the already earned continuous internal assessment marks for one subsequent appearance in the examination of that course and thereafter he/she will be solely assessed by the semester end examination carrying the entire marks of that course.

A student who is absent for the semester end examination of a course after registering for the same will be considered to have appeared and failed in that examination and will be awarded the letter grade RA.

The continuous internal assessment component of Project work Phase II shall not be carried to the next appearance if the student has failed in the same.

15. QUALIFYING FOR THE AWARD OF DEGREE

A student will be declared to have been qualified for the award of the M.E degree provided.

15.1 He/she has successfully completed the course requirements and has passed all the prescribed courses of study of the respective programme within the duration specified in clause 2 and

15.2 No disciplinary action is pending against the student.

16. CLASSIFICATION OF DEGREE

16.1 First Class with Distinction: A student who qualifies for the award of degree vide clause 9 having passed all the courses at the first opportunity within the stipulated minimum period of two years after the commencement of his /her study and securing a CGPA of 8.50 and above shall be declared to have passed in First Class with Distinction. For this purpose the authorized withdrawal from examination (vide clause 11) will not be construed as an appearance in the examination. Further, the authorized break of study [vide clause 12.3] will not be counted for the purpose of classification.

16.2 First Class: A student who qualifies for the award of degree vide clause 9 having passed all the courses within three years (stipulated minimum period of two years plus one year) after the commencement of his / her study and securing a CGPA of 7.00 and above shall be declared to have passed in First Class. Further, the break of study [vide clause 12.3] will not be counted for the purpose of classification.

16.3 Second Class: All other students who qualify for the awards of degree vide clause 9 shall be declared to have passed in Second Class.

17. PROVISION FOR WITHDRAWAL FROM EXAMINATION:

17.1 A student may, for valid reasons, (medically unfit/unexpected family situations / sports approved by Chairman, sports board and HOD) 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 Director, Student Affairs through the Head of the Institutions with required documents.

17.2 Withdrawal application is valid if the student is otherwise eligible to write the examination (Clause 9) and if it is made within TEN days prior to the commencement of the examination in that course or courses and recommended by the Head of the Institution and approved by the Controller of Examinations.

17.2.1 Notwithstanding the requirement of mandatory 10 days notice, applications for withdrawal for special cases under extraordinary conditions will be considered on the merit of the case.

17.3 In case of withdrawal from a course / courses (Clause 9) the course will figure both in Marks Sheet as well as in Result Sheet. **Withdrawal essentially requires the student to register for the course/courses.** The student has to register for the course, fulfill the attendance requirements (vide clause 9), earn continuous assessment marks and attend the end semester examination.

However, withdrawal shall not be construed as an appearance for the eligibility of a candidate for First Class with Distinction.

- 17.4** Withdrawal is permitted for the end semester examinations in the final semester only if the period of study the student concerned does not exceed 3 years as per clause 14.1.

18. AUTHORIZED BREAK OF STUDY FROM A PROGRAMME

- 18.1** A student is permitted to go on break of study for a maximum period of one year as a single spell.
- 18.2** 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 rejoin 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 examination of the semester in question, through the Head of the Institution stating the reasons therefore and the probable date of rejoining the programme.
- 18.3** The candidates permitted to rejoin the programme after break of study / prevention 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 to the Director, Academic Courses in the prescribed format through Head of the Institution at the beginning of the readmitted semester itself for prescribing additional courses, if any, from any semester of the regulations in-force, so as to bridge the curriculum in-force and the old curriculum.
- 18.4** The authorized break of study would not be counted towards the duration specified for passing all the courses for the purpose of classification (vide Clause 14.1).
- 18.5** 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 3.1 irrespective of the period of break of study in order that he/she may be eligible for the award of the degree.
- 18.6** If any student is prevented for want of required attendance, the period of prevention shall not be considered as authorized 'Break of Study' (Clause 16.1)

19. DISCIPLINE

- 19.1** 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 Head of Institution shall constitute a disciplinary committee consisting of Head of 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.
- 19.2** If a student indulges in malpractice in any of the University / internal examination he / she shall be liable for punitive action as prescribed by the University from time to time.

20. REVISION OF REGULATIONS, CURRICULUM AND SYLLABI

The University may from time to time revise, amend or change the Regulations, Curriculum, Syllabus and scheme of examinations through the Academic Council with the approval of Syndicate.
