



(State Private University Established Under the Shiv Nadar University Act, 2018)

**Rajiv Gandhi Salai (OMR), Kalavakkam - 603 110 Tamil Nadu**

# **Regulations 2021**

**Choice Based Credit System (CBCS)**

**Common to All B.Tech. Degree Programmes**

**School of Engineering**

**SHIV NADAR UNIVERSITY CHENNAI**  
**Kalavakkam – 603110**  
**(A State Private University of Tamil Nadu)**  
**REGULATIONS 2021**  
**CHOICE BASED CREDIT SYSTEM (CBCS)**  
**[Common to all B. Tech. Degree Programmes]**  
**[8 – Semester Full-Time Programmes]**  
**(With Effect from the Academic year 2021 – 2022)**

## **1. SHORT TITLE AND COMMENCEMENT**

As per the Shiv Nadar University Ordinances,

- 1.1 The “Executive Council” and “Management Committee” shall mean the Executive Council of Shiv Nadar University and Management Committee of the Trust respectively.
- 1.2 These Ordinances shall come into force on the date of passing hereof by the Executive Council, subject to approval hereof by the Management Committee.
- 1.3 The Ordinances shall be applicable to all the programmes offered by the University.
- 1.4 Words and expressions defined in the Act or Statutes but not defined in the Ordinances shall have the meaning assigned to them under the Act or Statutes.

## **2. DEFINITIONS**

In these Regulations, unless the context otherwise requires:

- 2.1 “Academic Calendar” means the calendar notified by the Executive Council;
- 2.2 “Academic Council” means the committee of the University which is responsible for all academic activities for the implementation of relevant Rules and Regulations.
- 2.3 “Academic Term” means the term for the courses as determined by the Academic Council.
- 2.4 “Admissions Committee” means the Committee set up in accordance with Article 6.9 of the Statutes of the University below.
- 2.5 “Act” means the Shiv Nadar University, 2018 (Tamil Nadu Act 41 of 2018).
- 2.6 “Board of Studies” (BoS) means the committee of a department constituted to design programme curriculum, outline syllabus, frame criteria for evaluation and to provide overall direction to the academic courses and programmes offered by the

Department or School. It will have representation from the industry and academia apart from internal faculty members.

- 2.7 “Centre” means regional campuses, additional campuses and study centres, including that of interdisciplinary studies and special studies and research centres, as well as specialised laboratories and distance learning centres declared and maintained by the University.
- 2.8 “CGPA” means cumulative grade point average. The Academic Council shall prescribe the guidelines based upon which all grading systems, including, the semester grade point average (SGPA) and CGPA shall be computed.
- 2.9 “Class” means a meeting of a group of students for specific Courses which includes the whole series of scheduled meetings or just one meeting and also includes a Lecture, a Tutorial or a Practical.
- 2.10 “Competent Statutory Authority” means the University Grants Commission, the All India Council for Technical Education and other such statutory authorities relevant to the University under the Act or any other applicable law.
- 2.11 “Convocation” has the meaning given to such a term in Article 6.3 of the Ordinance.
- 2.12 “Course” means a prescribed set of topics and instructions in a subject offered as a unit of studies within an academic programme, carrying a distinctive code number and specific credits assigned to it.
- 2.13 “Department” means the department of studies of a School conducting teaching and research in a specific field of specialisation.
- 2.14 “Executive Committee” refers to the executive committee created under the Statutes.
- 2.15 “Institution” means a School/ College/ Institution of the University as declared from time to time.
- 2.16 “Programmes” means the Academic Programmes offered by the University leading to award of degrees/diplomas/certificates as per the conditions so prescribed for each Programme.
- 2.17 “Ragging” shall have the meaning given to such a word under the Tamil Nadu Prohibition of Ragging Act (Act No. 7 of 1997).
- 2.18 “School” means an institution created for monitoring, supervising and guiding, teaching and research activities in broadly related Programmes or fields of studies. The various schools in the University shall be as determined by the Executive Council.
- 2.19 “Section” means duly numbered sections of the Ordinances.
- 2.20 “Statutes” means the Statutes of the University as framed by the Executive Council of the University.

2.21 “University” means the Shiv Nadar University Chennai established under the Act.

2.22 “Vice Chancellor” means the Vice Chancellor of the University.

### **3. ELIGIBILITY FOR ADMISSION**

#### **3.1 Regular Admission**

The admission, enrolment, and registration of Students shall be governed by the Statutes, and the admission policy in force, established by the Authorities of the University and the Office of the Registrar, and as approved by the Executive Council.

### **4. PROGRAMMES OF STUDY**

The Department of Computer Science and Engineering, under the School of Engineering, offers the following undergraduate programmes:

#### **B. Tech. Degree Programmes:**

- Computer Science and Engineering (Specialization in Internet of Things or IoT)
- Artificial Intelligence and Data Science

### **5 STRUCTURE OF THE PROGRAMMES**

#### **5.1 Categorization of Courses**

All B. Tech. programmes shall have a curriculum with syllabi comprising theory, theory-cum-practical and practical courses with well-defined Programme Outcomes (PO) and Programme Educational Objectives (PEO) as per the Outcome Based Education (OBE) model. The content of each course is designed based on the intended Course Outcomes (CO).

The courses shall cover:

- (i) Humanities and Social Sciences (HSS) courses which include Technical English, Environmental Science etc.
- (ii) Basic Science (BS) courses which include Mathematics, Physics, Chemistry, etc.
- (iii) Engineering Science (ES) courses which include Engineering Practices, Engineering Graphics, etc.

- (iv) Professional Core (PC) courses which include the core courses relevant to the chosen branch / specialisation.
- (v) Professional Elective (PE) courses which include the elective courses relevant to the chosen branch/specialisation.
- (vi) Open Elective (OE) courses which include the courses from departments other than the core discipline, are listed in the curriculum of the undergraduate programmes such that a student can choose them from the list.
- (vii) Online Courses(OLC) which are offered under NPTEL/SWAYAM/ or other recognized MOOC only.
- (viii) Employability Enhancement Courses (EEC) include project work, and /or Internship, seminar, professional practices, case study, value-added courses, audit courses, industrial/practical training, etc.

### 5.2 Ability Enhancement Activity (AEA)

Every student shall enrol on admission, in any one of the Ability Enhancement Activities (NSS/YRC/RRC/NSO) and undergo training, for about 40 hours/semester, in the first 2 semesters of the programme, including a camp of seven days' duration. The training shall include classes on hygiene and health awareness and also training in first-aid. The student has to necessarily complete the training in the first two years of his/her study. After completing this programme, students will be graded as Satisfactory/Unsatisfactory. and this will appear in the grade sheet. A satisfactory grade in the above co-curricular activities is mandatory for the award of the degree. The students will not be permitted to register for the 5<sup>th</sup> semester courses unless they fulfil this requirement. While the training activities shall normally be held during the weekends, the camp shall be arranged during the vacation period.

### 5.3 Definition of Credit

Contact Period per week	Credits
1 Lecture (L) Period	1
1 Tutorial (T) Period	1
2 Practical Periods (also for EEC courses like Seminar/Project work/Case study etc.)	1

### 5.4 Number of courses per semester

The curriculum of each semester shall normally be a blend of theory courses/theory-cum-practical with the number of courses not exceeding 7 (with total credits not exceeding 18) and number of practical courses not exceeding 3

(with total credits not exceeding 6). The number of courses per semester may preferably be 6 theory and 2 practical courses.

### 5.5 Online Courses(OLC)

Students will be permitted to do online courses up to a maximum of six credits (which are provided with certificate after evaluation of the performance) during the entire programme, with the prior approval from the Head of the Department. The Head of the Department can constitute a committee to recommend the list of online courses to be approved by the Board of Studies. On successful completion of each online course, the student has to submit a copy of the certificate to the Head of the Department. The Head of the Department shall form a team of senior faculty members (preferably three) for recommending the credit and the grade that should be awarded to the student by appropriately mapping the score earned by the student to the University's standards. The results may be sent to the Controller of Examinations after due approval by the Head of the Department. On successful completion of online courses adding to three credits, the student can obtain a waiver from taking either a Professional Elective or an Open Elective. Students can register for such online courses only during the 3<sup>rd</sup> to 8<sup>th</sup> semesters.

### 5.6 Industrial Training/Internship

Every student is encouraged to undergo Industrial training/internship in any industry/Research centre/Institute/Organisation during the programme of studies. On completion the student has to submit the report to the Head of the Department, and the report can be evaluated by a team of senior faculty members (preferably three) nominated by the Head of the Department. Based on the recommendations, the student will be awarded credits and it will be over and above the total credit requirement prescribed in the curriculum for the award of the degree except for those programmes where it is stated as mandatory and the results will be sent to the Controller of Examinations after approval by the Head of the Department. The credits are distributed as follows:

<b>Duration of Industrial training/Internship</b>	<b>Credits</b>
4 weeks	1
8 weeks	2

### 5.7 Industrial Visit

Every student is expected to undergo one industrial visit every year for not more than 3 days, starting from the second year of the programme, with the approval of the Head of the Department and the Dean/Director of the School of Engineering.

### 5.8 Value-added Courses(VAC)

The students may optionally undergo value-added courses offered by experts from industry/other institutions (Academic/Research)/faculty of a local institution on specialised topics. Every 15 period course will be awarded 1 credit. If the value-added course is theoretical, then the contact hours in a day shall not exceed four periods. The courses shall be conducted without affecting the regular academic schedule.

- Students can complete such one-credit courses during the 3<sup>rd</sup> to 8<sup>th</sup> semesters as and when these courses are offered by the departments.
- Students will also be permitted to register such one-credit courses offered by other departments provided he/she has fulfilled the pre-requisites (if any) of the courses being offered, subject to approval by both the Heads of the Departments.
- The Department/Course in-charge concerned shall conduct one assessment at the end of the course.
- The Head of the Department shall form a three-member committee to monitor the progress of the course and to recommend the grades for the students based on their relative performance. The results should be sent to the Controller of Examinations after approval by the Head of the Department.
- Students can take a maximum of three one-credit courses during the entire duration of the programme.
- On successful completion of three 'one-credit' courses, the student can get a waiver from taking one Professional/Open Elective, as approved by the Head of the Department.
- If a student earns less than three credits, the waiver is not applicable and the earned credits will be over and above the total credit requirement prescribed in the curriculum for the award of the degree.

### 5.9 Audit Courses

A student may like to acquire additional knowledge by attending a course but may not be interested to go through the normal evaluation process. In such cases, he/she can choose to 'Audit' a course. To audit a course, the student should get the approval from the course instructor and from his/her Head of the Department. To complete the 'Audit' course, the student should earn a minimum of 65% attendance. The student can do 'Audit' courses only from the 3<sup>rd</sup> to 7<sup>th</sup> semester.

### 5.10 The students satisfying the following conditions shall be permitted to carry out their final semester project work for six months in industry/research organisations:

- The student should not have standing arrears and shall have a CGPA of 7.50 and above up to the 5<sup>th</sup> semester.
- The student must have completed the requirements of the theory courses of the 8<sup>th</sup> semester in the earlier semester using the provision of online courses or value-added courses or additional courses in other semesters.
- The Head of the Department, in consultation with the faculty concerned handling the courses shall forward the proposal to the Dean/Vice Chancellor for approval at least two weeks before the commencement of the 8<sup>th</sup> semester. The letter of approval along with the details shall be sent to the Controller of Examinations.

**5.11 Students shall register for the Project work only during the semester in which the project work is offered.**

**5.12 Medium of Instruction**

English shall be the medium of instruction and examination, provided that Executive Council shall have the power to conduct any courses or classes, either temporarily or on a longer-term basis, in other languages. Braille may be used, optionally, for visually impaired students.

**6 DURATION OF THE PROGRAMME**

**6.1** The University will have at least 180 working days a year.

**6.2** In a year, the Academic Calendar will have 36 weeks of study in a 5-day week. Of the remaining period, 7 weeks may be devoted to administrative activities (such as the conduct of examinations etc.), and non-instructional days for co-curricular activities, sports, college day, etc. The remaining period shall be divided between public holidays and vacations. 7 weeks may be attributed to vacations and 2 weeks may be attributed to various public holidays.

**6.3** The maximum duration for completion of a degree or a diploma programme, shall be the normal or minimum duration prescribed for completion of the programme by the Academic Council, plus a further two (2) years:

Provided that in exceptional circumstance a further extension of one more year may be granted by the Academic Council.

**6.4** The enrolment of the student who fails to complete the requirements of the award of a degree or diploma in extended duration, will be cancelled and no degree or diploma will be awarded.

**6.5** For the purpose of regulations, the academic year will be divided into two semesters, the odd semester normally spanning from June to November and the even semester spanning from December to May.

## **7 COURSE REGISTRATION**

**7.1** Every student shall register himself/herself for the courses that he/she wishes to pursue in the next semester.

**7.2** The Head of a Department or Dean of the School will issue the list of courses to be offered during the semester well before the Registration dates specified in the Academic Calendar.

**7.3** Registration for each semester has to be done on the dates notified in the Academic Calendar. It will involve:

- Clearance of all dues of the University
- Properly registering himself/herself with the University

**7.4** A student who fails to duly register himself/herself, will be deemed as an unregistered student, and will not be allowed to attend courses or classes or take examinations, even if he/she has paid the fees.

**7.5** A student must satisfy the pre-requisites, if any, for each course he/she registers for.

**7.6** A student will not be allowed to undergo academic registration if he/she will, by the time of commencement of any course, have exceeded the maximum time permitted by the University, for completion of such course.

**7.7** A student will not get any credit for a course for which he/she has not registered or has registered without being eligible.

**7.8** A student has to earn the minimum number of total credits specified in the curriculum of the chosen programme of study in order to be eligible to obtain the degree. However, a student can earn more than the minimum number of credits, if he/she wishes. In such cases, the minimum number of credits required for the completion of the programme alone would be considered for CGPA calculation.

**7.9** From 3<sup>rd</sup> semester onwards, each student has to register for all courses indicated in the curriculum of a particular semester (with the facility to drop courses to a maximum of 6 credits). The dropping of courses shall be decided as per the prerequisites in consultation with the Faculty Advisor. The student can also

register for courses in which the student had failed in the earlier semesters. In such cases, the student shall do reappearance registration for those courses. Such students are encouraged to attend the classes. **In case, if the student has good internal marks and he/she is not able to attend the classes due to valid reasons, the attendance criteria can be made flexible (at the discretion of the Head of the Department).** However, if a student has failed in a professional/open elective, he/she has the option to take up the same or some other subject of the category concerned.

The courses that a student register for in a particular semester may include (i) Courses of the current semester, (ii) The core (theory/EEC) courses that the student has not cleared in the previous semesters and (iii) Elective courses which the student had failed to clear (either the same elective or a different alternative elective of the same category).

**7.10** The registration for the courses of the 3<sup>rd</sup> to 8<sup>th</sup> semesters will commence ten days prior to the commencement of classes of the current semester. The student shall register for the courses with the guidance of his/her Faculty Advisor. The student may also **drop courses** within five working days of the commencement of the semester concerned and complete the registration process.

**7.11** For an elective to be offered, the department will specify the minimum number of students required (preferably, 20% of the intake for the programme).

**7.12** After registering for a course, a student should attend classes, satisfy attendance requirements, earn continuous assessment and appear for the mid- and end-semester examinations as scheduled.

### **7.13 Reappearance Registration**

The internal assessment marks obtained in the first appearance will be valid for two subsequent reappearance registrations. From the fourth appearance onwards, internal assessment marks are not valid and the passing requirement shall be 40% marks and above in the end-semester examinations alone. The grade will be calculated based only on the marks obtained in the end-semester examinations.

#### **Reappearance Registration is applicable for the following cases:**

**7.13.1** If a student fails to secure a pass in a course, the student shall do reappearance registration in the subsequent semesters.

**7.13.2** If the theory course, in which the student has failed, is a professional elective or an open elective, and if the student chooses to opt for the same professional elective or open elective course, then the student shall do reappearance registration in the subsequent semesters.

**7.13.3** If a student has applied for withdrawal from writing the end-semester examination of a course (theory/laboratory/elective) the student shall do reappearance registration for that course, in the subsequent semesters. Withdrawal shall bar a student for deciding the eligibility for First Class with Distinction.

#### **7.14 Repeating the Course**

When the Student repeats the course, the student shall attend the classes, satisfy the attendance requirements, earn Continuous Assessment marks afresh and then appear for the end-semester examinations.

#### **Repeating the Course is applicable for the following:**

If a student is prevented from writing the end-semester examination of any course due to lack of attendance and that course is a core course (theory/laboratory), the student has to register for that course again, when it is offered next, and repeat the course. In this case, the student shall attend the classes and fulfil the attendance requirements. If the course is a Professional Elective or an Open Elective and the student opts for the same course, he/she has to register for that course again, when it is offered next, and repeat the course. In this case, the student shall attend the classes and fulfil the attendance requirements.

### **8 REQUIREMENTS FOR APPEARING FOR THE END-SEMESTER EXAMINATION OF A COURSE**

A student who has fulfilled the following conditions shall be deemed to have satisfied the attendance requirements for appearing in the end-semester examination of a particular course.

**8.1** Ideally, every student is expected to attend all periods and earn 100% attendance. However, the student shall secure a minimum of 75% attendance in each of the registered courses taking into account the number of periods conducted for that course.

**8.2** If a student secures attendance between 65% and less than 75% in any course 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 Head of the

Department concerned and the Physical Director of the University, the student shall be given exemption from the prescribed attendance requirement and the student shall be permitted to appear for the end-semester examination of that course with approval from the Vice Chancellor. In all such cases, the students should submit the required documents on joining after the absence to the Head of the Department through the Faculty Advisor.

- 8.3** A student shall normally be permitted to appear for the end-semester examination of the course if he/she has satisfied the attendance requirements and has registered for examination in those courses of that semester by paying the prescribed fee.
- 8.4** Students who do not satisfy the attendance requirements and who secure less than 65% attendance in a course will not be permitted to write the end-semester examination of that course. The student has to register and repeat this course when it is offered next.
- 8.5** In the case of reappearance registration for a course, the attendance requirement is not applicable. However, the student has to register for examination in that course by paying the prescribed fee.
- 8.6** A student who has already appeared for a course in a semester and passed the examination is not entitled to reappear in the same course for improvement of letter grades / marks.

The percentage of attendance for a particular course is calculated as follows:

Percentage of course-wise attendance =

$$\frac{\text{Total No. of periods attended by the student for the course in a semester}}{\text{Total No. of periods conducted by the faculty for the course in a semester}} \times 100$$

## **9 FACULTY ADVISOR**

There shall be a faculty advisor for each class and he/she will be associated as faculty advisor for all the years till the students graduate. He / She will be appointed by the Head of the Department concerned. The faculty advisor is the ex-officio member of the multiple course committee. The responsibilities for the faculty advisor shall be:

- To act as the channel of communication between the Head of the Department and the students of the respective class
- To collect and maintain various statistical details of students

- To help the coordinator of the multiple course committee in planning and conduct of the meetings
- To monitor the academic performance of the students including registration, counselling attendance and to inform the multiple course committee
- To attend to the students' welfare activities like awards, medals, scholarships and industrial visits

### **Faculty Mentor**

To help the students in planning their courses of study and for general advice on the academic programme, the Head of the Department will attach a certain number of students (Maximum 30) to each Faculty member of the Department. He/she shall function as Mentor for these students throughout their period of study. The Faculty mentor shall

- Advise the students in registering and reappearances registering of courses
- Monitor their attendance, academic progress and discipline of the students
- Counsel periodically or during the faculty mentor meeting scheduled in the class time table
- Inform the students about the various facilities and activities available to enhance their curricular and co-curricular activities
- Inform the parents about the academic progress of the students, in consultation with the Faculty Advisor, through the Head of the Department

## **10 ACADEMIC COMMITTEES**

### **10.1 Course Committee for Common Courses**

A theory course handled by more than one teacher shall have a "Common Course Committee" comprising all teachers teaching that course and some students who have registered for that course. There shall be two student representatives from each batch of that course. One of the teachers shall be nominated as Course Coordinator by the Head of the Department concerned.

The first meeting of the Common Course Committee shall be held within fifteen days from the date of commencement of the semester. The components of the continuous assessment and their weightages shall be decided in the first meeting, within the framework of the Regulations.

Two or three subsequent meetings may be held at suitable intervals during the semester. During these meetings, the student members shall meaningfully interact and express the opinions and suggestions of all the students to improve the

effectiveness of the teaching-learning process. It is the responsibility of the student representatives to convey the proceedings of these meetings to the whole batch.

In addition, the “Common Course Committee” (without the student representatives) shall meet to ensure uniform evaluation of continuous assessments after arriving at a common scheme of evaluation for the assessments.

Wherever feasible, the common course committee (without the student representatives) shall prepare a common question paper for the continuous assessment tests also. The question paper for the end-semester examination is common and shall be set by the Course Coordinator in consultation with all the teachers.

## **10.2 MULTIPLE COURSES COMMITTEE**

The “Multiple Courses Committee” comprises faculty members handling various courses for a class in a semester and student representatives. One of these faculty members, nominated by the Head of the Department shall coordinate the activities of this committee. The functions of this committee are similar to that of the common course committee, which are as follows:

The first meeting of the Multiple Courses Committee shall be held within fifteen days from the date of the commencement of the semester. The components of the continuous assessment and their weightages shall be decided in the first meeting, within the framework of the Regulations.

Two or three subsequent meetings may be held at suitable intervals during the semester. During these meetings, the student members shall meaningfully interact and express the opinions and suggestions of all the students to improve the effectiveness of the teaching-learning process. It is the responsibility of the student representatives to convey the proceedings of these meetings to all the students.

## **10.3 Performance Assessment Committee**

The Performance Assessment Committee comprises the course coordinators/IQAC representative / course faculty members and the Programme coordinator nominated by the Head of the Department. The committee shall meet to assess the attainment of Course Outcomes and Programme Outcomes, progress and status of the students of the semester concerned at the beginning and end of the semesters. The committee can invite Faculty mentors and students as invitees.

## **11 SYSTEM OF EXAMINATION**

**11.1** Performance in each course of study shall be evaluated for a maximum of 100 marks based on one of the following:

- (i) **Continuous Assessments throughout the semester, mid-semester examination, and End Semester Examination: (theory only)**

For Theory courses, the continuous assessment will carry 20 marks, the mid-semester examination will carry 30 marks, and End Semester Examinations will carry 50 marks. For practical courses and project work, the continuous assessment and end semester examination will each carry 50 marks.

(or)

- (ii) **Continuous Assessment only:**

Courses like comprehension and seminar are evaluated for 100 marks based only on continuous assessment. Appropriate rubrics shall be formulated and informed in advance to the students.

(or)

- (iii) **Continuous Assessments throughout the semester and an End Semester Examination: (theory + lab)**

For Theory-cum-Practical courses, the continuous assessment for the theory will carry 10 marks, mid-semester will carry 20 marks and end semester will carry 30 marks for theory part and the practical part will carry 40 marks in the end-semester only.

### **11.2 Mid–Semester Examinations**

The mid–semester examination (theory, theory-cum-practical, and practical) of two-hour duration will be conducted by the Controller of Examinations in September during the odd semesters and in February during the even semesters.

**11.2.1** The mid-semester examination will be for 50 marks.

**11.2.2** Mid-semester examinations will not be conducted for practical subjects.

### **11.3 End-Semester Examinations**

**11.3.1** The end-semester examinations (theory, theory-cum-practical, and practical) of three hours' duration will be conducted by the Controller of Examinations between November and December during the odd semesters and between April and May during the even semesters.

All practical examinations will be conducted and evaluated at the Department itself on behalf of the Controller of Examinations.

- 11.3.2** The end-semester examinations (theory, theory-cum-practical, and practical) will be conducted for a maximum of 100 marks.
- 11.4** For all practical courses, students shall obtain the bonafide certificate for completion of the record from the Faculty in-charge and the Head of the Department before the day of the practical examinations. Students who have not obtained the bonafide certificate shall not be permitted to appear for the practical examination.
- 11.5** For the project works, students should obtain bonafide certificate for the project work from the project guide and Head of the Department, at the end of the semester. Students who have not obtained the bonafide certificate are not permitted to appear for the project Viva Voce examination. Students who are not able to complete the project work at the end of the semester can apply for extension to the Head of the Department, with the recommendation from the project guide for a period of maximum two months. For those students who extend the project work for two months, Viva Voce will be carried out and results will be declared separately. If the project report is not submitted even beyond the extended time, then students are not eligible to appear for Project Viva Voce Examination.
- 11.6** The final examination for project work will be evaluated based on the final report submitted by the project group (of not exceeding four students) and a viva voce by an external examiner. The project report shall carry 20 Marks while viva voce examination will carry 30 Marks. Further, the performance of each student of the project group would be evaluated in a viva voce examination conducted by a committee consisting of an external examiner and the Department project coordinator as internal examiner.
- 11.7** If a student indulges in malpractice in any mid-semester, end-semester examination or internal tests or examinations, he/she will be liable for punitive action as prescribed by the University from time to time.
- 11.8** During the continuous assessment, mid-semester and end-semester examinations, students should wear the Identity Card issued by the University.

## **12 PROCEDURE FOR AWARDING MARKS FOR CONTINUOUS ASSESSMENT**

### **12.1 Theory Courses**

The award of marks for continuous assessment is based on

- Two tests will be conducted as per schedule given in the academic calendar. Each test carries a maximum of 50 Marks.
- Duration of each test will be 90 minutes.

## 12.2 Practical Courses

The continuous assessment marks will be awarded as follows:

Description	Marks
Average mark awarded for Design and Conduct of Experiments (6 Marks), Observation/Coding/Implementation (6 Marks), Results (6 Marks), Viva-Voce (6 Marks) and Record (6 Marks) in regular class works	30
Model Practical Examinations (as per schedule)	20
<b>Total Marks</b>	<b>50</b>

## 12.3 Theory-cum-Practical Courses

There will be 2 Continuous assessment tests, 1 mid-semester and 1 end-semester examination. The 2 Continuous assessment tests will be for a maximum of 50 marks which will be rounded off to 10 marks which comprises of only theory part. Mid-semester examination will be for a maximum of 50 marks and rounded off to 20 marks which will also contain only theory part and the end-semester examination will be for a maximum of 100 marks and rounded off to 30 marks. The end-semester examination will also include practical examination from which 40 marks will be considered to calculate the final score in that particular course.

## 12.4 Project Work

The Head of the Department will constitute a review committee of three faculty members for each specialisation. Three reviews will be conducted during the semester by the review committee. The student will make a presentation before the review committee on the progress of the Project. The total marks obtained in the three reviews **shall be reduced to 50 marks and shall be rounded to the next integer.**

**12.4.1** The Project report will carry a maximum of 20 marks. The project report shall be submitted as per the approved guidelines of the Institute from time to time. Same marks shall be awarded to every student within a project group for the project report. The viva-voce examination shall carry 30 marks. Marks are awarded to

each student of the project group based on their individual performance in the viva-voce examination.

Review I		Review II		Review III		End-Semester Examinations				
						Project Report(20)		Viva-Voce (30)		
Committee	Guide	Committee	Guide	Committee	Guide	Internal	External	Internal	External	Guide
5	5	10	10	10	10	10	10	10	15	5

**12.4.2** A student may, however in certain cases, be permitted to work on the project in an Industry/Research organisation on the recommendation of the Head of the Department, with the approval of the Dean/Vice Chancellor. In such cases, the project work shall be jointly supervised by a faculty member (Guide) of the department and an Engineer/Scientist from the organisation and the student shall be instructed to report the progress periodically and to attend the project reviews for evaluating the progress. These students will produce a certificate of attendance from the Industry/Research organisation where the project was carried out.

**12.4.3** If the project report is not submitted on or before the specified deadline, an extension of time up to a maximum of two months will be given to the students for the submission of project work with due approval obtained from the Head of the Department.

### **12.5 Attendance and Assessment Record**

Every teacher is required to maintain an 'ATTENDANCE AND ASSESSMENT RECORD' for every semester which consists of attendance marked in each theory/laboratory/EEC class, the assessment marks and the record of class work (topics covered), separately for each course handled by the teacher. 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 assessment marks and attendance. The Head of the Department will affix his/her signature and date after due verification. At the end of the semester, the Vice Chancellor will affix his/her signature. The course instructor should keep this document in safe custody (for five years). The records of attendance and assessment of both current and previous semesters should be available for inspection.

### **13 ELIGIBILITY FOR PASS IN EACH COURSE**

**13.1** A student who secures not less than 40% of the total marks (continuous assessment marks + mid-semester examination marks + end-semester examination marks) prescribed for the courses with a minimum of 40% marks in the end semester examination for theory courses, theory-cum-practical courses, practical courses (except for the practical courses which are evaluated based on Continuous assessment only) and project work shall be declared to have passed the examination.

**13.2** If a student fails to secure a pass in a particular course, it is mandatory that he/she reappears for the examination in that course during the subsequent semester when examination is conducted in that course. Further, the student should continue to register and reappear for the examination till a pass is secured in such arrear course.

The internal assessment marks obtained by the student in the first appearance shall be retained and considered valid for two subsequent reappearance registrations. However, in the third attempt if a student fails to obtain pass marks (continuous assessment test + mid-semester examination + end-semester examination marks) as per clause 13.1, then the pass requirement shall be as follows for subsequent attempts:

The student should secure 40% marks and above, in the end-semester examination. The grade will be calculated based only on the marks obtained in the end-semester examination.

**13.3** 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, and attend the end-semester examination or register for any other professional elective or open-elective course in the subsequent semesters, attend the classes and fulfil the attendance requirements as per clause 8.

**13.4** A student who secures minimum 40%, of the total marks in the courses which are evaluated using continuous assessment only (vide 11.1) shall be declared to have passed the examination. If a student fails to secure a pass grade, he/she shall register and repeat the course when it is offered next. He/she should continue to register and repeat the course till he/she secures a pass grade.

### 13.5 Award of Grades

Range of Total Marks(TM) (continuous assessment + mid-semester + end-semester examinations)	Letter Grade	Grade Point
$91 \leq TM \leq 100$	O	10
$81 \leq TM \leq 90$	A+	9
$71 \leq TM \leq 80$	A	8
$61 \leq TM \leq 70$	B+	7
$51 \leq TM \leq 60$	B	6
$41 \leq TM \leq 50$	P	5
$0 \leq TM < 40$	RA	0
Shortage of Attendance	SA	-
Withdrawal from End Examination	W	-
Absent	AB	0
Audit Course	AU	-

RA- Re Appear

The Semester Grade Point Average (SGPA) is computed as follows:

$$SGPA = \frac{\left[ \sum (\text{Course Credits}) \times \text{Grade point} \right] \text{ for all courses registered in that semester}}{\left[ \sum \text{Course Credits} \right] \text{ for all courses registered in that semester}} S$$

The CGPA is computed as follows:

$$CGPA = \frac{\left[ \sum (\text{Course Credits}) \times \text{Grade point} \right] \text{ for all courses registered from first semester onwards}}{\left[ \sum \text{Course Credits} \right] \text{ for all courses registered from first semester onwards}}$$

Whenever a student reappears for a course in which he/she has been awarded 'RA' or 'AB' grade, the CGPA computation shall be done based only on completed credits and shall not include unsuccessful attempts.

### 13.6 Revaluation of End-Semester Examinations

Photocopy of the answer scripts of end-semester theory examinations can be obtained from the Office of the Controller of the Examinations on payment of a prescribed fee. Those students can apply for revaluation on payment of applicable charges.

Revaluation is not permitted for practical courses, mini-project, seminar, comprehension, and project work.

### **13.7 Supplementary Examination**

A supplementary examination will be conducted in the summer of every year to enable the students to reappear for one or more courses as applicable. Students with genuine reasons with prior approval of Dean/Vice Chancellor can appear for the supplementary examinations and will be awarded the actual grade.

However, other students who wish to apply for supplementary examinations will be awarded one grade lesser than what they score in that examination.

### **13.8 Deficient Students**

A deficient student is one who has either not registered himself/herself or has registered but not completed successfully one or more courses of the previous semester(s) or has a CGPA less than the minimum CGPA required for the award of a Degree or a Diploma.

In such circumstances, the student should register for one or more courses, as applicable, after completion of the degree programme and complete the requirement.

## **14 PROVISION OF A SCRIBE**

The University will provide for a scribe to students who are in genuine need as per the guidelines issued by the Government of Tamil Nadu.

## **15 ISSUE OF GRADE SHEET**

The Grade sheets will be issued, through the Department, every semester after the publication of results and a consolidated grade sheet will be issued after a student successfully completes all courses and becomes eligible for the award of degree.

## **16 ELIGIBILITY FOR THE AWARD OF DEGREE**

16.1. A student shall be declared to be eligible for the award of the degree if he/she has satisfied the following:

A student seeking B. Tech. Degree shall be required to undergo the prescribed courses of study and evaluation in the college for the specified duration and to pass all the examinations prescribed therefore.

He/she should register for all the courses prescribed in the curriculum of the respective degree programme and earn the minimum number of credits specified in the curriculum of the chosen programme of study.

No disciplinary action should be pending against the student.

- 16.2. Convocation, for the purpose of conferring degrees and other distinctions of the University, will be held annually on such date as the Chancellor may fix.

## **17 CLASSIFICATION OF THE DEGREE AWARDED**

### **17.1 First Class with Distinction:**

A student who satisfies the following conditions shall be declared to have passed the examination in First class with Distinction:

- Should have passed the examination in all the courses of all the eight semesters in the student's First Appearance within five years.
- Withdrawal from examination (vide clause 18) will not be considered as an appearance.
- Should have secured a CGPA of not less than 8.50.
- One year's authorised break of study (if availed of) is included in the five years (four years in the case of lateral entry) for award of First Class with Distinction.
- Should NOT have been prevented from writing the end-semester examination due to lack of attendance in any semester.

### **17.2 First Class:**

A student who satisfies the following conditions shall be declared to have passed the examination in First class:

- Should have passed the examination in all the courses of all eight semesters within five years.
- One year's authorised break of study (if availed of) or prevention from writing the end-semester examination due to lack of attendance (if applicable) is included in the duration of six years (five years in the case of lateral entry) for award of First class.
- Should have secured a CGPA of not less than 7.00

### **17.3 Second Class:**

All other students who qualify for the award of the degree with a minimum CGPA of 6.00 shall be declared to have passed the examination in Second Class.

- 17.4** A student who is absent in the end-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.

## **18 PROVISION FOR AUTHORISED BREAK OF STUDY**

- 18.1** A student is not normally permitted to break the study temporarily. However, if a student intends to temporarily discontinue the programme (not more than a year in a single spell) in the middle for valid reasons (such as accident or hospitalisation due to prolonged ill health) and to re-join the programme, he/she shall apply in advance to the Dean/Vice Chancellor, through the Head of the Department stating the reasons, in any case, not later than the last working day (of the semester), provided he/she fulfils the requirement in clause 7.
- 18.2** The student who is permitted to re-join the programme after the break shall be governed by the curricula and regulations in force at the time of re-joining.
- 18.3** The authorised break of study will not be counted for the purpose of classification of award of degree.
- 18.4** The total period for completion of the programme reckoned from the commencement of the 1<sup>st</sup> semester to which the student was admitted shall not exceed the maximum period specified in clause 6.3 irrespective of the period of break of study in order that he/she may be eligible for the award of the Degree.
- 18.5** 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 the clause 18.3 is not applicable for this case.
- 18.6** If the student has not reported back to the department, after the break of study, his/her name shall be deleted permanently from the college enrolment. Such students are not entitled to seek readmission under any circumstances.

## **19 PROVISION FOR WITHDRAWAL FROM THE END-SEMESTER EXAMINATIONS**

- 19.1** A student may be permitted to withdraw from appearing for the end-semester examination in any course or courses for valid reasons (medically unfit/unexpected family situations/ sports approved by the Physical Director and HOD). This privilege can be availed ONLY ONCE during the entire programme. Valid documents, for medically unfit/unexpected family situations, shall be submitted by the student within seven days before the commencement of the examination in that course or courses and also be recommended by the Head of the Department and approved by the Dean/Vice Chancellor with intimation to the Controller of Examinations.
- 19.2** Notwithstanding the requirement of mandatory seven-day-notice, applications for withdrawal for special cases under extraordinary conditions will be considered on the merit of the case.
- 19.3** Those students who withdraw from any course or courses during the programme are eligible for the award of first class and first class with distinction as per the requirement in this regard. However, he/she is not eligible for the award of ranking.
- 19.4** Withdrawal is not permitted to the student who has not satisfied the conditions prescribed in clause 7 as requirements for appearing in the end-semester examination.
- 19.5** Withdrawal is permitted for the end-semester examinations in the final semester, only if the period of study for the student concerned, does not exceed 5 years as per clause 17.
- 19.6** The final approval for withdrawal will depend on the merit of the case and will be decided by the Vice Chancellor.

## **20 Migration of Students from other Universities**

In the event of students from other universities seeking admission to SNU Chennai, the migration committee will receive the course equivalency certificate and credit transfer from the previous University where the student studied earlier. After rigorous processing of the applications and validating the eligibility, the committee may recommend the migration.

## **21 DISCIPLINE**

- 21.1** Every student is required to observe discipline and decorous behaviour both inside and outside the college and not to indulge in any activity which will tend to bring down the prestige of the University.
- 21.2** In the event of an act of indiscipline being reported, the Vice Chancellor shall constitute a disciplinary committee to enquire into the act of indiscipline.
- 21.3** If a student indulges in malpractice in any mid-semester or end-semester examination or continuous assessment test, he/she shall be liable for punitive action as prescribed by the University from time to time.
- 21.4** Ragging is not at all allowed. Punitive actions will be taken against the students who involve in ragging as per the government norms.

## **22 REVISION OF REGULATIONS AND CURRICULUM**

The Standing committee/Academic council of the University reserves the right to revise or change or amend the regulations, the scheme of examinations, the curriculum and the syllabi from time to time if found necessary.

## **23 SPECIAL CASES**

In the event of any clarifications required in the interpretation of the above rules and regulations, they shall be referred to the Standing Committee. The Standing Committee will offer suitable interpretations/clarifications/amendments required for any special case on such references and get them ratified in the next meeting of the Academic Council. The decision of the Academic Council is final.

The Vice Chancellor is authorised to make exceptions in the above regulations based on the merit of the case. All such exceptions will have to be ratified at the next meeting of the Academic Council.

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