



**Vel Tech**  
Rangarajan Dr. Sagunthala  
R&D Institute of Science and Technology  
(Deemed to be University Estd. u/s 3 of UGC Act, 1956)

**Regulations 2013 for**  
**UG (Arts & Science) Programmes**  
**&**  
**GENERAL CODE OF CONDUCT**

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These regulations are applicable to all candidates admitted into Under Graduate (Arts & Science) Programmes from the academic year 2014-15 onwards.

## Under Graduate (Arts & Science) Programme

Degree of Bachelor of Science/Degree of Bachelor of Computer Application/Degree of Bachelor of Business Administration/Degree of Bachelor of Commerce (B.Sc/B.C.A/B.B.A/B.Com)

The following Regulations shall be applicable to all programmes of UG (Arts & Science) offered by **VEL TECH RANGARAJAN Dr. SAGUNTHALA R&D INSTITUTE OF SCIENCE AND TECHNOLOGY**, Chennai.

### **1. PRELIMINARY DEFINITIONS AND NOMENCLATURE**

In these Regulations, unless the context otherwise requires:

- I) **“Programme”** means Degree Programme that is UG(Arts & Science) Degree Programme.
- II) **“Branch”** means specialization or discipline of UG(Arts & Science) Degree Programme, like Computer Science, Computer application etc.
- III) **“Course”** means a theory or practical subject that is normally studied in a semester, like Mathematics, Data Structures etc.
- IV) **“Dean, Academic Courses”** means the authority of the University who is responsible for all academic activities of the University Departments for implementation of relevant rules of these Regulations.
- V) **“Controller of Examinations”** means the authority of the University who is responsible for all activities of the University Examinations.

VI) 'University' means **VEL TECH RANGARAJAN Dr. SAGUNTHALA R & D INSTITUTE OF SCIENCE AND TECHNOLOGY, CHENNAI.**

## **2. ADMISSION**

**2.1** Candidates seeking admission to the first year of Semester Pattern of the Three year UG(Arts & Science) Degree Programme:

shall have passed the Higher Secondary Examination of (10 +2) Curriculum (Academic Stream) prescribed by the Government of Tamil Nadu with Mathematics, Physics and Chemistry as three of the four subjects of study under Part-III and English or any examination recognized as equivalent there to 10 + 2 stage qualification of an Indian Board (10 years of formal academic programme at secondary education level followed by 2 year programme at higher secondary level recognized as entry level academic qualification for admission to any bachelor degree programme in any recognized Indian University) with satisfactory grade or marks in Mathematics, Physics and Chemistry as may be prescribed by AICTE for the time being and English as essential or compulsory subjects of study in 12 year programme or Intermediate or Senior Secondary or Higher Secondary or GCE/IGCSE/ GCSE as the case may be from a recognized Institution. Some specific equivalent programmes are tabulated in TABLE-A in Annex for reference / guidance.

**(OR)**

**Should have passed the Higher Secondary Examination of Vocational stream (Vocational groups in Engineering / Technology) as prescribed by the Government of Tamil Nadu or any other examination recognized as equivalent there to**

## AND

Should have completed the age of 17 years on or before 31st December of the preceding calendar year of seeking admission.

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

A candidate may be offered one of the following branches of study subject to conditions applicable:

#### **UG(Arts & Science)Degree Programmes in**

##### **I School of Basic Sciences**

1. Mathematics
2. Physics

##### **II School of Computing & Information Technology**

1. Computer Science
2. Computer Applications

##### **III School of Business Management**

1. Business Administration
2. Commerce

\* *The branches listed above are offered for the 2014-17 batch and may be modified as may be decided by the Board of Management on the recommendation of the Academic council for each batch. However a student admitted to a branch will continue in the same branch till completion of the programme unless the student desires he migrate to another branch within the same school subject to conditions prescribed in each case.*

### 4. STRUCTURE OF PROGRAMMES

The courses offered to any undergraduate student are categorized in five groups:-

- 4.1 University Core Courses
- 4.2 Faculty Core Courses
- 4.3 Area Core Courses
- 4.4 Area Elective Courses
- 4.5 University Elective Courses

#### **4.1 University core courses**

University core courses are mainly General Education required, predefined courses and offered to all students within the following minimum framework :-

- Communication in English I and II
- Arguments and Knowledge I and II
- One foreign language I and II
- Mathematics and Physical Sciences courses
- Social and Behavioral Sciences

#### **4.2 School Core Courses**

These are courses common to all students to a faculty / school believed to be necessary to develop a common background and culture for the students of different disciplines within the faculty.

#### **4.3 Area Core Courses**

These are fundamental, discipline-specific courses required by a specific programme but not including specialized tracks in the discipline.

#### **4.4 Area Elective Courses**

These are the courses offered by the staff of the department. Some of these courses can be taken from related departments upon the approval of the Department Board. However, there should be at least 15 students for any particular elective subject.

#### **4.5 University Elective Courses**

At least 3 courses listed in the University core courses are recommended for each programme.

#### **4.7 NCC/NSS/NSO/YRC/Sports/Cultural activities for character development**

#### **4.8 The curriculum of each semester shall normally be a blend of theory courses not exceeding 5 and practical courses not exceeding 2. However, the total number of courses per semester shall not exceed 7.**

#### **4.9 The underlying philosophy of course structure is to enable every student to**

- Choose a set of subjects closest to one's interest;
- Have horizontal or vertical specialization in the chosen area;
- Have diversity in choice of subjects; and
- Plan for a future career path and life long learning process.

#### **4.10 The medium of instruction, examinations and project report shall be in English, except for courses on language other than English. (Example: French / Japanese)**



#### **4.11 Courses**

The catalog description of all courses offered at University are defined by

- Branch code
- Course title
- Course content
- Semester in which the course is offered
  - The department which is scheduled to teach the course
- Course credit
- Pre-requisites and co-requisites
- The language of instruction where other than English

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

**5.1** The normal duration of any UG (Arts & Science) programme shall be 3 academic years for candidates admitted from 10 + 2 stream under clause 2.1

**5.2** From 10 + 2 stream admitted to UG(Arts & Science) programme shall however be allowed to complete the course programme within 5 Academic years from the date of admission, irrespective of any period of break of study a period co terminus with the batch to which admitted.

**5.3** Each semester, shall consist of 90 working days of 525 periods of 50 minutes duration each of instruction including practicals according to the academic schedule of the University.

**5.4** The Dean of every School may, however, authorize additional classes to be held in any department of the School or in any subject or may request another School to hold classes for improvement for special coaching as considered necessary over and above the minimum number of contact hours of instruction. However, such

additional classes or hours of contact shall not be taken into account for purposes of attendance requirement by the students to permit to appear for the University examinations.

**5.6** The Dean of School shall hold at least one review meeting every month with each Department under the School to review the progress made in delivery of the full content of the specified syllabus and circulate the minutes.

**5.7** Each Department Head in turn shall hold similar review meetings 15 days ahead of the review meeting to be held by the Dean of the School.

**6. FACULTY ADVISER**

Each student shall be attached to a Faculty Adviser / Mentor during the entire programme. Every Faculty Adviser / Mentor shall have a group of not more than 15 students. A Faculty Adviser / Mentor shall generally be a member of the faculty of the concerned Department to which the students belong. The objective of the Faculty Adviser / Mentor is to help the students in planning their courses of study and to generally advise the students on the Academic programme and self development. The Faculty Adviser / Mentor shall also monitor the courses conducted, the attendance record and the progress of the student attached to him/her. In case of need, the Faculty Adviser may also invite parents of the students to discuss about the overall conduct and progress of the students.

## **7. COURSE COMMITTEES FOR COMMON COURSES**

Every Dean of each School shall be the co-ordinator for the courses offered by the respective faculty and shall coordinate course delivery programme of various Departments under the School and also the course to be developed by the Faculty to the students of another faculty. He shall also constitute a Committee with teachers teaching common courses to ensure uniform course delivery system, holding of tests, standards of tests and evaluation of tests and for preparation of common question paper for tests.

## **8. SYSTEM OF EVALUATION**

**8.1** The performance of each student in each of the courses of studies shall be evaluated on a Continuous Internal Assessment and through University examinations at the end of each semester.

**8.2 Each course, both theory and practical (other than project work) shall be evaluated for a maximum of 100 marks. The project work shall be evaluated for a maximum of 400 marks.**

**8.2.1 For all theory, practical courses other than project work, the Continuous Internal Assessment will carry 40 marks while the University examination will carry 60 marks.**

**8.2.2 For project work, the Continuous Internal Assessment will carry 100 marks while the University examination will carry 100 marks. The project work shall be consolidate for a maximum of 400 marks.**

**8.3** The University examination (theory and practical) of 3 hours duration shall ordinarily be conducted between October and December during the odd semesters and

between April and June during the even semesters.

**8.4 The University examination for project work shall comprise of evaluation of the final report submitted by the project group (of not exceeding 4 students) by an external examiner followed by a viva-voce examination conducted separately for each student by a committee consisting of the external examiner, the internal guide of the project group and an internal examiner.**

**8.4.1 Out of the 100 marks for the University Examination for Project Work ,the Project Report shall carry a maximum 50 marks (same mark awarded to every student of the project group) while the viva-voce examination shall carry 50 marks (awarded to each student of the project group based on the individual performance in the viva-voce examination).**

**8.5 For the University examination in both theory and practical courses including project work the internal and external examiners shall be appointed by the Controller of Examination of the University.**

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

**9.1** Every candidate declared eligible after successful recording of minimum required attendance as stipulated in clause 11 shall apply for and appear for all the papers including practicals covered during the course by paying the appropriate examination fee.

**9.2** Having paid the examination fees failure to appear for any or all the examinations would be deemed as having appeared and failed in such paper/s.

**9.3** However, in case of genuine inability of a candidate to appear for one or more of the examinations on account of suddenly falling sick and declared medically unfit or unexpected eventualities in the family of the candidate,

such candidate may apply on the day of such incident for withdrawal from the examination for the day or the examination/s following. Upon satisfaction of the Departmental Head and with such recommendation, the Dean of the School may approve the withdrawal application. Withdrawal application shall be valid only if the candidate is, otherwise, eligible to write the examination.

- 9.4** Withdrawal shall not be construed as appearance for the eligibility of a candidate for the purpose of classification – vide clause 19.1 and 19.2.
- 9.5** Withdrawal shall not be permitted for examinations of subject of the previous semesters.

**10. PROCEDURE FOR AWARDING MARKS FOR CONTINUOUS INTERNAL ASSESSMENT**

- 10.1** For all theory and practical courses the continuous Internal assessment shall be for a maximum of 40 marks (consisting of 35 marks for tests/experiments, assignments, sports, NCC, NSS, attending seminars, symposium, presenting or publishing papers, participation in any such co-curricular or extra-curricular activities and 5 marks for attendance) and for project work, the Continuous Internal Assessment shall be for a maximum of 100 marks. The above continuous internal assessment shall be awarded as per the procedure given below:
- 10.2** Ample opportunities shall be available to earn and maximize the internal marks by the student. The distribution of internal marks for various academic, co-curricular and extra-curricular activities shall be according to the Table-B in the Annex.
- 10.3** The Continuous Internal Assessment will consist of three components

### 10.3.1 Academic

Tests

Assignments

Attendance

### 10.3.2 Co-Curricular activities

Symposium

Seminar

Paper presentations

### 10.3.3 Extra-Curricular activities

Social Service

Cultural

Sports

**10.4** In each theory subject two tests will be held at appropriate intervals under university external examination conditions and pattern for 12 marks. One model examination will be held at the end of the semester/ year before the final external examinations are held covering the complete syllabus for 13 marks. Thus the total of three test marks (Test-I covering units I & II for 6 marks) + (Test II covering units III & IV for 6marks) + (Model Examinations covering full syllabus for 13 marks) will be a maximum of 25, as test component of Continuous Internal Assessment.

**10.5** In order to strengthen the appreciation of the course, each theory paper will carry one assignment chosen by the faculty concerned from each unit and will carry 2 marks each in all a maximum of 10. Assignments submitted in time alone shall count.

**10.6** In order to help those who fail to attend any test (not model examination), an opportunity shall be provided to such candidates to submit within a week of the date of the last test held, an additional assignment consisting of answering the full question paper without any choice, which shall carry a maximum of 2 marks for the first test

**and 2 for the second. This provision is also applied for those who could not secure more than ten marks in Test-I and Test-II.**

**10.7** Every student will be encouraged to optimize his/her potential by participating in any kind of co-curricular and extra curricular activities as detailed in the TABLE - B and accumulate the points for the particular semester subject to a maximum of 5 marks which will be added to the total obtained under Academic internal marks for 30, subject to a sum total of 35 out of 40.

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

Theory & Practical courses and Project Work

65% to 70% of attendance	-	1 mark
71% to 75% of attendance	-	2 marks
76% to 85% of attendance	-	3 marks
86% to 90% of attendance	-	4 marks
Above 91% of attendance	-	5 marks

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

**10.10 Project Work**

**The Dean shall constitute a review committee for each branch of study. There shall be four assessments (10 marks for I, 20 for II, 30 for III and 40 for final review) during the semester by the review committee. The student shall make presentation on the progress made by him / her before the committee. The total marks obtained in the four assessments shall be rounded to the nearest integer.**

**10.11 Candidates may be permitted to improve the Continuous Internal Assessment by making one-time application in the prescribed form and by paying the prescribed fee. Such opportunity shall be availed of immediately following examination.**

## **11. REQUIREMENTS FOR COMPLETION OF SEMESTER**

**11.1** Student shall be deemed to have satisfactorily completed a course of study, if a student has attended 75% of total of 525 periods in a semester within 90 working days in all courses put together during any semester.

**11.2** However, an absence upto additional 10% attendance per 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 Dean shall be condoned on payment of condonation fee and permitted to appear for the end semester university examination and he / she will proceed to the next semester.

**11.3** Candidates who secure less than 65% per semester shall be deemed not to have completed the course of study and will not be permitted to write the end semester University examination and not permitted to proceed to the next semester. They shall repeat the incomplete semester in the next academic year, as per the norms provided.



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

***Subject to eligibility, registration is mandatory for all papers of any semester examinations as well as arrears examinations failing which the candidate will not be permitted to move to the higher semester.***

## **13. PASSING REQUIREMENTS**

- 13.1** A candidate who secures not less than 40% of total marks prescribed for the courses with a minimum of 40% of the marks prescribed for the end-semester University Examination in both theory and practical courses **(including Project work)**, shall be declared to have passed the Examination.
- 13.2** If a candidate fails to secure a pass in a particular course, it is mandatory that he/she shall register and reappear for the examination in that course during the next semester when examination is conducted in that course; he/she should continue to register and reappear for the examination till he / she secures a pass.
- 13.3** The Continuous 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 except in cases where the student repeats the semester course under clause 11.3 supra.
- 13.4** **The system of awarding marks under the Continuous Internal Assessment has been made transparent and amenable to measurement and verification. Hence once CIA has been made and marks awarded, it is frozen against 40 marks. However, in order to improve one's University end semester examination marks, every**

student has one opportunity to choose to appear for an Improvement Examination. If for any reason a student has secured low marks in the CIA out of 40 marks, unless he secures 40 out of 60 in the end semester University Examination, he will not be able to clear the subject. Hence in order to remove this difficulty, the facility that is offered to immigrant students shall be extended to the regular students also.

### **13.5 Course work of previous semesters for improving the CIA**

- 1. If any student desires to improve the CIA and overall performance in any Course he may apply for enrolling for such specific course alone during the appropriate semester when such course is offered. No students is permitted to improve the CIA more than two theory / practical courses together. Such student shall be permitted**

**to do the courses offered in the previous semester/ s in his pace spread over the balance period of his studies coinciding with the odd or even semesters in which such courses are offered. While doing so, he may have the option to attend such course/s by mutual arrangements with the faculty concerned. For Continuous Internal Assessment purposes, his attendance in the regular course shall be counted and he shall submit the assignments write tests/appear for Practical examinations and other examinations as the regular students of such course/s do. Marks secured by this process shall be counted against the CIA. He may have to reappear for the end semester University Examination to receive the revised mark or grade in that Course**

**13.6** Every such student shall pay a sum of Rs. 5,000 ( including the examination fee ) per Course so chosen.

**14. APPEARANCE FOR IMPROVEMENT**

**14.1** Any candidate who has passed in a theory paper / papers wants to improve his/her performance rating or marks in any such paper/papers may do so by making one time application in the prescribed form and by paying the prescribed fees.

**14.2** Such person may be allowed to appear again only once in order to improve his/her marks for each semester along with those under clause 15 below.

**14.3** Such opportunity shall be availed of immediately following examination/s in such paper/papers of such person, having passed such paper/papers.

**14.4** If the candidate improves his/her marks, then such improved mark shall be taken into consideration for award of Classification only.

**14.5** The improved marks however, shall not be counted for award of Prizes or Medals or Rank or Distinction.

**14.6** However, if the candidate fails to improve the mark, the previous mark shall be retained.

**15. ADDITIONAL OPPORTUNITY TO CLEAR THE ARREAR PAPERS IN END SEMESTER EXAMINATIONS**

**15.1** In order to lessen the burden of accumulating arrears, supplementary examinations will be held by the University in the middle of every semester.

**15.2** Those who have failed in the end semester examinations or who want to improve their performance under clause-14 can use this opportunity by making the application in the prescribed form and paying the prescribed fees.

**15.3** Those candidates who are not permitted to write any end semester University examination/s as a result of disciplinary proceedings shall be permitted to appear in the supplementary examinations to be held under clause 15.1.

**15.4** However, this facility shall not be allowed thereafter-that is those who fail in this additional opportunity also, shall take the arrear examinations thereafter as and when regular semester examinations are held.

**16. ISSUE OF GRADE SHEETS**

**16.1** Individual grade sheets for each semester will be issued, containing the following information through the Dean concerned, after the publication of the results duly authorized by the Controller of examinations.

**16.1.1** The following information will be furnished for each course in the grade sheet, which will be supplied to each candidate who had registered for an examination conducted by the University:

- a. Subject Code
- b. Subject Title
- c. Credits(Cr)
- d. Grade obtained
- e. Month and year of pass
- f. SGPA for every semester
- g. CGPA till the current semester

**16.1.2** The total marks obtained (CIA+ ESE) shall be converted to (a) Letter Grade and (b) Grade Point Score on a 10 point scale as per the following table:

<b>RANGE OF MARKS</b>	<b>GRADE POINTS</b>	<b>LETTER GRADE</b>
90-100	10	A+
80-89	9	A
70-79	8	B+
60-69	7	B
50-59	6	C+
45-49	5	C
40-45	4.5	D
00-39	0	U
AB	0	AB
WH	--	WH

**16.1.3** Duplicate copy of the original grade sheet shall be made available within fifteen days upon receipt of written request to the Controller of Examinations and on payment of the prescribed fees.

## **16.2 SUMMARY OF EVALUATION OF PERFORMANCE**

**16.2.1** The performance of a student will be evaluated in terms of Semester Grade Point Average (SGPA), Cumulative Grade Point Average (CGPA).

**16.2.2** Semester Grade Point Average (SGPA) is calculated on the basis of grades obtained in all courses of a semester. The points earned in a semester will be the sum of the products of course credits and grade points. SGPA then is expressed as the points secured in the semester over the credits registered in the semester.  $SGPA =$

$$\frac{\sum_1^n Cr_1 Gp_1}{\sum_1^n Cr_1}$$

Where 1 to n is the number of courses in the semester; Cr is the credit earned in a particular course; and G<sub>p</sub> is the Grade point for the corresponding course;

**16.2.3** Cumulative Grade Point Average (CGPA) is the cumulative points secured in all passed courses over the cumulative grades earned. For conversion of CGPA (on 10 point scale) into percentage of marks a multiplication factor of 0.9 is used and then multiply by 100 to get equivalent percentage of marks.

**Example: CGPA of 6.75 on 10 point scale = 6.75/10\*0.9\*100=60.75%**

### CLASSIFICATION OF FINAL RESULTS

CGPA	CLASSIFICATION OF FINAL RESULT
From 9.000 to 10.000	First Class-Exemplary*
8.500 and above but below 9.000	First Class with Distinction*
6.750 and above but below 8.500	First Class
5.500 and above but below 6.750	Second Class
4.500 and above but below 5.500	Third Class

\*Applicable to candidates who have passed the courses prescribed for the programme in the first appearance as per the curriculum; otherwise they are eligible for classification only.

## 17. QUESTION PAPER PATTERN FOR THEORY EXAMINATIONS

Total Marks for each subject .. 100

End Semester Examination	..	60
Continuous Internal Assessment	..	40
Duration of written Examination ..		3 Hours

Part A - 10 Questions for Short answer of not more than 5 sentences , 2 from each unit carrying 2 marks each.  $10 \times 2 = 20$

Part B – 6 Questions out of 10 for not more than one page answer or problems or application / case, two from each unit, carrying 5 marks each.

$6 \times 5 = 30$

Part C – 5 Questions in either or Pattern, one from each unit carrying 10 marks each.

Where a question in Part-C carries subdivisions, (not more than 2) allocation of marks for each subdivision shall be clearly indicated against each such sub-division.

The distribution of marks between theory and problems/ cases /applications shall be as prescribed in the curriculum for each course.

In case of any deviation in structure, the same shall be prescribed in the curriculum.

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

**18.1** A student shall be declared to be eligible for the award of the UG(Arts & Science)Degree provided the student has

- (i) Successfully completed the course requirements and has passed all the prescribed examinations in the 6 semesters within a maximum period of 5 reckoned from the commencement of the first year to which the candidate was admitted; and
- (ii) Obtained a certificate from the Dean of the School certifying the participation in NCC/NSS/ NSO/YRC./ Sports/Cultural

**18.1.1** The award of Degree must have been approved by the Academic Council and the Board of Management of the University.

## **18.2 Classification of the Degree Awarded**

### **18.2.1 First class with distinction**

The candidates satisfying the following conditions shall be declared to have passed the examinations in First Class With Distinction.

(i) Who qualify for the award of the Degree, having passed the examination in all the courses of Eight semesters within four consecutive years of study in first appearance reckoned from the commencement of study in the First year.

**(OR)**

(ii) Who qualify for the award of the Degree, admitted to the III semester through lateral entry scheme having passed the examination in all the courses of all six semesters in first appearance within three consecutive years of study reckoned from the commencement of study in the III semester.

**AND**

(iii) Who have secured CGPA not less than 8.0 on 10 point scale based on grade point earned in all the courses from third to eighth semesters.

However, for the purpose of classification under clause 18.2.1 (i) & (ii), the authorized withdrawal from appearing for the examination in any one semester in any course or courses in that semester (vide clause 14) will not be construed as an appearance.

### **18.2.2 First Class**



The candidates satisfying the following conditions shall be declared to have passed the examinations in First Class:

- (i) Who qualify for the award of the Degree having passed the examination in all the courses of the eight semesters within five consecutive years reckoned from the commencement of study in the first year.

**(OR)**

- (ii) Who qualify for the award of the Degree, admitted to the III semester through lateral entry scheme having passed the examination in all the courses of all six semesters within eight consecutive semesters of study reckoned from the commencement of study in the III semester.

**AND**

- (iii) Who have secured CGPA not less than 6.75 on ten point scale based on the grade points earned in all the courses from third semester to eighth semester.

### **18.2.3 Second Class**

- (i) All other candidates (not covered in clause 18.2.1 and 18.2.2) who qualify for the award of the degree shall be declared to have passed the examination in Second Class.
- (ii) Candidates availing withdrawal facility for the course(s) of 8<sup>th</sup> semester curriculum and qualifying for the award of degree after the 5<sup>th</sup> year shall be declared to have passed the examination in Second Class.
- (iii) If any student avails unauthorized break of study he / she shall not be considered for the purpose of classification under 18.2.1 & 18.2.2 and shall be declared to have passed the examination in Second Class.

- 18.3** A candidate who is absent for end semester examination in a course / project work after having registered for the same shall be considered to have appeared for that examination for the purpose of classification.
- 18.4** Every student shall have a right to seek a copy of the transcript of one's University examination paper and also revaluation subject to the following procedure :
- 18.4.1** Any candidate who desires to seek revaluation / a copy of the transcript shall do so by a written request in the prescribed proforma, addressed to the Controller of Examinations along with the prescribed reprocessing fee of Rs. 750 per paper / subject, within 3 working days of the publication of the candidate's result in that subject, through the respective HoD.
- 18.4.2** On receipt of such request and payment, the Controller of Examinations shall cause necessary action to revalue the transcript in question and provide copies of the same and the original valuation sheet within 5 working days.
- 18.4.3** The Controller of Examinations shall also notify the revised mark for such candidate by taking the higher among two valuation marks. In case of such difference being more than 15 marks, such paper shall be subject to a third valuation which shall be final.
- 18.4.4** Grade sheet shall accordingly be modified and issued to the candidate.
- 18.5** In all cases, the CGPA calculated on 10 point scale will be denoted in the Degree certificates.
- 19. TEMPORARY BREAK OF STUDY FROM A PROGRAMME**
- 19.1** A candidate is not normally permitted to temporarily break the study. However, if a candidate intends to temporarily discontinue the programme in the middle for valid

reasons (such as accident or hospitalization due to prolonged ill health) and to rejoin the programme, he/she shall apply in advance to Dean, Academic Courses of the University, through the Head of the Department stating the reasons therefor in any case, not later than the last date for registering for the semester examinations of the semester in question.

- 19.2** The candidate permitted to rejoin the programme after the break shall be governed by the rules and regulations in force at the time of rejoining.
- 19.3** The duration specified for passing all the courses for the purpose of classification vide Clause 18.2.1 and 18.2.2 shall not be altered by the period of such break of study permitted.
- 19.4** The total period for completion of the programme reckoned from the commencement of the first year to which the candidate was admitted shall not exceed the maximum period specified in clause 5 irrespective of the break of study in order that he/she may be eligible for the award of the degree (vide clause 18).
- 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'.

## **20. MIGRATION**

The University academic programme offers Choice Based Credit System and transfer of credits. Transfer of credits enables a student to transfer the credit earned by him in one school to another and from one institution to another. This enables a student to migrate mid stream from other institutions to this University. Thus students from other universities within and outside India can also join programmes of their choice mid stream subject to eligibility but with facility to transfer the credits earned by

such student in the university from which he is migrating.

**20.1. Cases of migration**

- a. From any other university in India to Vel Tech with or without change in Department
- b. From foreign universities to Vel Tech

**20.1. Migration from any other university in India to Vel Tech with or without change in Department**

In case of an application by a student of any other Indian university for migration into Vel Tech with or without change in Department of study, a Committee consisting of the Registrar, Dean of the School and the HoDs of the transferor and transferee Departments as the case may be, shall first decide the courses the student would have to complete to qualify to receive a degree from the department to which migration is sought for, irrespective of the semester in which such subjects are offered and subject to the condition that the student fulfills the required number of credits for the new branch including those which can be transferred. The procedure implies that the Committee has to decide first the courses to be done by the applicant in the department of migration in each case and also recognise those courses that the student has already completed and earned credits and decide which are the courses and credits that could be transferred to the new programme and the semester to which the migrant student could be admitted. The decision of the Migration Committee shall be placed before the Board of Management for approval or ratification unless glaringly biased or discriminatory or detrimental to the general reputation and standard of the University. In each such case a specific order in writing shall be issued by the Registrar with the approval of the Vice Chancellor and communicated to the student, Dean, HoDs of the transferor and transferee departments,

Controller of Attendance, Controller of Examinations and Finance Departments. Every such application shall be disposed of by the Dean concerned in 15 days of receipt of application.

**20.2.** Migration from any foreign university to Vel Tech with or without change in Department

In case of an application by a student of any foreign university for migration into Vel Tech with or without change in Department of study, a Committee consisting of the Vice Chancellor, Registrar, Dean of the School and

**20.6** Course work of previous semesters for transferred students

Once the concerned committee has finalized the course work required to be done by the migrant student for a particular programme and he has been admitted to a higher semester, the student shall be permitted to do the courses offered in the previous semester/s in his pace spread over the balance period of his studies coinciding with the odd or even semesters in which such courses are offered. While doing so, he may have the option to attend such course/s by mutual arrangements with the faculty concerned. For Continuous Internal Assessment purposes, his attendance in the regular course shall be counted and he shall submit the assignments, and write tests and appear for all practicals and other examinations as the regular students of such course/s do. Marks secured by this process shall be counted against the CIA.

**20.7** Every migrant student shall pay a sum of Rs. 5,000 (including the examination fee for first appearance) per Course so designated as requisite for completion of the chosen programme by the migrant.

## **21. INDUSTRIAL VISIT**

Every student is required to undergo at least one Industrial Visit, starting from the third semester of the Programme. The industrial visits are to be arranged on free days without affecting their teaching/lab classes.

## **22. PERSONALITY AND CHARACTER DEVELOPMENT**

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

National Cadet Corps (NCC) will have about 20 parades. National Service Scheme (NSS) will have social service activities in and around the College / Institution.

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

Youth Red Cross (YRC) will have activities related to social services in and around college/institutions.

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

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

## **23. DISCIPLINE**

- 23. 1.** Every student is required to observe disciplined and decorous behavior both inside and outside the University and strictly adhere to the conduct rules in force from time to time and not to indulge in any activity which will tend to bring down the prestige of the University. The Board of Management shall constitute a disciplinary committee consisting of Dean and 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.
- 23.2.** If a student indulges in malpractice in any of the Class tests / cycle tests / end semester university examinations whether conducted by internal or external examiners including mock tests by trainers etc, such student shall be liable for punitive action as prescribed by the university from time to time under the General Code of Conduct.
- 23.3** Smoking, carrying / holding / drinking alcohol, ragging / eve teasing inside and outside the university campus are viewed as serious misconduct. Such students will be met with seivour punishments and may leads dismissal from hostels / and university.

## **24. REVISION OF REGULATION AND CURRICULUM**

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

**TABLE -  
A**  
**RECOGNISED +2 STAGE FOREIGN  
EXAMINATIONS**

<b>Programme Structure / Nomenclature</b>	<b>Countries</b>
12 years Baccalaureate Certificate	Afghanistan , France , Iraq , Tunisia
12 years General Secondary Education Certificate of the Ministry of Education	Bahrain, Iran, Jordan, Kuwait, Oman ,Other Gulf countries, Saudi Arabia ,United Arab Emirates , & Egypt
12 years Secondary Stage Examination	Australia , Canada , Indonesia , Japan , Korea , Malaysia , Yemen Arab Republic
2 years Secondary Stage qualification of National Examination Board / Council of the Ministry of Education.	Germany , Ethiopia , Kenya , Nigeria , Sudan , Tanzania , Uganda
GCE/ IGCSE/ GCSE examinations of the approved British Examining Bodies in Hong Kong with passes in 5 subjects at 'Ordinary Level' and 2 subjects at 'Advanced Level'. For admission to professional courses - medical/ engineering Advanced level passes in Physics, Chemistry, Biology/ Mathematics and English are essential besides 5(Five) passes at GCE 'Ordinary Level'.	Hong Kong , Singapore , Sri Lanka , UK , Mauritius
Intermediate / Senior Secondary / Higher Secondary of the approved Boards.	Bangladesh , Nepal , Vietnam , Pakistan
12-year High School Diploma awarded by the accredited American School / International Schools in other	USA



countries following American pattern of education.	
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**TABLE - B**

**TABLE FOR AWARD OF INTERNAL ASSESSMENT MARKS**

<b>S. No</b>	<b>Activity</b>	<b>Internal Marks</b>
	<b>ACADEMIC</b>	
1	Test on units - I & II	6
2	Test on units – III, & IV	6
3	Model Examination - I (all units)	13
	Total	25
4	One Assignment for each unit at 2 marks per assignment	10
5	Attendance	5
6	Submitting assignment of answering all the questions asked in the test without any choice within a week from the date of the last test, in lieu of Test I for absence	2
7	Submitting assignment of answering all the questions asked in the test without any choice within a week from the date of the last test, in lieu of Test II for absence	2
	<b>CO-CURRICULAR</b>	
8	Participation in symposium conducted by any college/university on production of participation certificate for each participation	1
9	Winning any of the first three places in any of the competitions	2
10	Presenting paper in any symposium conducted by any college/university on production of participation certificate for each paper	3

11	Publication of any technical paper or article in any magazine or college level journals or Winning any of the first three places for Presenting paper in any symposium conducted by any college/university on production of participation certificate for each paper	4
12	Publication of a paper in any national or international journal	5
	<b>EXTRA CURRICULAR – SOCIAL SERVICE</b>	
13	Member of NCC	3
14	Member of NSS / YRC / NSO	3
	<b>CULTURAL</b>	
15	Participation in any cultural event or contest at intra university level	1
16	Participation in any cultural event or contest at intercollegiate level within the Chennai metro or winning any of the first three places in intra university contest	2
17	Participation in any recognized cultural event or contest at interuniversity/state level or winning any of the first three places at intercollegiate level within the Chennai metro	3
18	Participation in any recognized cultural event or contest at national level or winning any of the first three places in state level inter university contest	4
19	Winning first ,second or third place in any recognized cultural event or contest at national level	5

	<b>SPORTS</b>	
20	Actually participated in any sports in intra university sports event	1
21	Winning any of the first three places in any sports in intra university sports event or actually participated in a recognized District level sports event	2
22	Winning Third place in any interuniversity sports at district level Or actually participated in a recognized State level sports event	3
23	Winning Second place in any interuniversity sports at district level Or third place at recognized State level sports event Or actually participated in a recognized National event	4
24	Winning First place in any interuniversity/collegiate sports at district level Or first or second place in recognized State level sports event Or first , second or third place at recognized national level sports event	5

\* Maximum of 5 marks on the basis of his / her participation in Co – curricular / Extra – curricular activities will be added to the total of sessionals obtained under S.No 1 to 6 without exceeding maximum total of 40.

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## **GENERAL CODE OF CONDUCT**

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**GENERAL CODE OF CONDUCT FOR STUDENTS  
OF VEL TECH Dr.RR & Dr.SR TECHNICAL  
UNIVERSITY**

**26. ACADEMIC**

**GENERAL**

1. Every student shall remit the fees prescribed for the semester, in full within the first seven working days of reopening of the classes and with a late fee of Rs.200/- per day during the next 5 days. Fees will not be received beyond 10 working days of reopening and the names of those failing to do as shall be struck off the rolls.
  
2. Fees will be accepted in the form of Demand Draft (drawn in favour of “VEL TECH Dr.RR & Dr.SR TECHNICAL UNIVERSITY” payable at Chennai)/Challan/Online or by money transfer through core banking of Vijaya Bank paid to the credit of account number of the University.  
  
However, in all cases, the fees would be deemed to have been duly paid only upon realization of such amount in the respective account at Vijaya Bank, 60, Avadi – Vel Tech Road, Chennai-600 062.
  
3. On receipt of fees, student’s ID Card will be issued under acknowledgement and shall produce A Card before the Controller of Attendance and get his/her name entered in the attendance register.
  
4. The student have to get register himself / herself in the respective department filling the registration proforma and enroll in the attendance register.

5. Every student may receive 3 or 4 library cards respectively or as may be notified, from the librarian under acknowledgement.
  
6. Every Student shall maintain dignity and decorum at all times within the premises while moving from one place to another, talking to other students and faculty members, transit and in class rooms, laboratories and play fields.
  
7. Every student shall get fully acquainted with the University prescribed syllabus for each subject of study for the relevant semester and the applicable regulation and plan for borrowing books, group study and collection of question papers etc.
  
8. **Every male student shall:-**
  - 8.1 Wear full or half sleeve shirt with all buttons and neck closed and shall not roll up the sleeves while wearing full arm shirt;
  - 8.2 Wear full gent's pants with waist belt in place, shirt tucked in properly and securely zipped up.
  - 8.3 Wear clean socks and normal black shoes and
  - 8.4 Appear clean shaven.
  - 8.5 No male students shall wear tight fitting shirt or pants or jeans, low hip pants, T shirts, banians or any other casual wear or cargoes or shirts with multipockets with any kind of Slogans, Writings, wordings whatsoever on them.
  - 8.6 No male students shall wear any kind of pins pierced or tattoos in any part of the face or wear wrist bands except watch
  
9. **Every female student shall :-**
  - 9.1 Wear loose fitting salwar-kameez, churidar-dupata with 50mm tolerance. The dupata shall always be placed extending from shoulder tops to waist properly pinned on

either side of shoulder tops;

- 9.2** No female student shall wear tight fitting or transparent clothes or T shirts or Jeans or pants or high heel shoes or heavy makeup.
- 10.** Students may not exhibit gold jewellery and gold or costly watches.
  - 11.** No student shall be allowed to enter any laboratory without laboratory coat or work shop khaki uniform and shoes.
  - 12.** Students may be required to attend certain functions with Blazer uniform.
  - 13.** A Student shall travel only in that route bus bearing the route number printed in the T-Card issued to him/her, and will not be permitted to travel by any other bus even though one may have a T-card.
  - 14.** Students traveling without T- Card will be fined Rs.2,000/-
  - 15.** During bus travel behaviour of students will be watched by respective staff members travelling in the bus.
  - 16.** Students are not permitted to bring Cell Phones inside the campus.
  - 17.** Holidays declared by Tamil Nadu State Government will be holidays for all classes.
  - 18.** Any extra holiday declared by the Government on account of bandh, weather etc., shall be compensated.
  - 19.** Strict silence shall be maintained in all classes. Unless asked by the teacher, no student shall speak out nor answer in chorus, etc., disturbing the academic environment of the adjoining classes.

20. Normally, except during recess, the teacher handling a class will continue till the next hour teacher appears. In case of absence of teacher in the class for more than 2 minutes, the class representative shall immediately inform the HoD for making suitable arrangements. Meantime, the students shall maintain peace.
21. Students may inform the class teacher of any grievance. If no action is taken within a week, HoD may be approached and then the Dean.
22. There are set procedures for arranging for guest lectures, industrial visits, Training Programmes and Holding Seminar / Symposium / Conference etc. Students shall get acquainted with the rules and procedures.
23. Students are free to SMS 'Helpline' / 99400 24001 / 94444 02915 in case of any emergency.
24. Any student found to be talking to another or disturbing during lecture in the class, he/she shall be marked absent for that hour and sent out of the class. he/ she shall be allowed to attend further classes only with the written permission from the HoD.

## **27. ATTENDANCE**

25. Upon remittance of prescribed fees for the semester, A card will be issued. The student shall follow up and secure the same in case of any untoward delay. On production of A Card to the Controller of Attendance (COA), the student's name will be entered in the Attendance Register. Attendance shall be reckoned from the date of issue of A card and entry in the register.



- 26.** Attendance will be called at every period and those not answered will be marked absent.
- 27.** Giving proxy in any form by one for another not physically present or otherwise shall constitute serious misconduct punishable with summary discharge from the University.
- 28.** An entry once made in the attendance register is not alterable.
- 29.** Students who are members of NCC / NSS/NSO/ YRC/ Sports /Cultural or who go on Industrial Visit or on assignment relating to Seminar / Symposium / Association Meeting / Guest Lecture / Conference / Exhibition / Sports / match etc., must get prior permission to stay away from the classes and submit approved On Duty form before the last working day of the week of occurrence of the said event, failing which such absence will be treated as 'absent' for attendance purposes.
- 30.** Every Student is eligible for a maximum of 9 days of condonation of attendance in a semester subject to production of medical certificate to the satisfaction of the Dean. Such medical certificate with the Dean's remarks shall be submitted to attendance cell within a week of such occurrence.
- 31.** Students reaching the classes late, or not in approved dress code, or without shoes etc shall not be allowed to attend the classes and shall be subject to disciplinary proceedings.
- 32.** Such cases will also be updated in the computer at the gate. This will be entered in the progress card of the student.

- 33.** Every student will be provided with 10 leave coupons. 8th, 9th and 10th coupons shall be in red colour. When coupons 8 to 10 are submitted, the student's parent/guardian must accompany the student.
- 34.** Anyone is falling short in attendance and not satisfying rules prescribed by the university for the time being, shall not be permitted to appear for the examinations.
- 35.** If the afternoon sessions are not held after conducting the cycle tests / model tests in the morning, full day attendance shall be marked for those who had written the tests in the morning for such days, which will be recorded at the end of the test.
- 36.** The attendance record of all students branch wise and class wise will be displayed on the notice boards. If there is any discrepancy, the concerned student may give in writing pointing out the discrepancy to the COA, who will examine each such case and explain to the student the result of the representation.
- 37.** Academic work will be carried out by Day Order rotation and the time table prescribed and displayed in the Notice Board for the particular day order.
- 38.** For each subject the list of topics in which the portions are to be covered by the teacher will be made available to the students and through the website. Students are strongly advised to make full use of information put on University website [www.veltechuniv.edu.in](http://www.veltechuniv.edu.in)
- 39.** Students should come to the class well prepared with the previous held lecture and studying the topics to be taken for the day.

40. Students are advised to maintain separate notebooks for each subject and shall be attentive in the class and take necessary notes.
41. Each student and his / her parent are provided a password to access his academic information regarding his performance, attendance, backlogs etc., through university website.

## **28. THEORY CLASSES**

42. When in doubt, a student may politely raise his/her hand or stand up. When the teacher permits, he/she may express his/her doubts and seek clarification. Students are advised not to enter into argument or wordy quarrel with teacher or fellow students. Logical and persuasive presentation will be encouraged
43. When a teacher asks a question in general, those ready with the answer may raise their hands and only that person the teacher chooses shall stand up and answer. Chorus answering / shouting / making noise will not be permitted. Any violation in this regard will be viewed seriously.

## **29. LABORATORY**

44. Students shall strictly adhere to the Laboratory schedule given to them by the department.
45. Students must be extra careful while conducting experiments, as any unsafe or careless handling of equipment may damage it beyond repair and/or cause

physical injury to themselves and others.

46. If in doubt, students must seek and get clarifications and guidance from the laboratory assistants and teaching faculty.
47. Under no circumstances, shall students copy record or observations, as laboratory exercises are golden opportunities to students to apply theory to practice.
48. Students should get their record books well in time from the stores, as they will not be allowed inside the laboratory without their record and observation books.
49. No student will be allowed to proceed to perform the next practical test without having submitted the record book for the previous experiment.
50. Students shall not start an experiment until cleared by the lecturer nor shall they leave the laboratory until the lecturer had checked up the observations and the equipments and tools.

### **30. TESTS AND EXAMINATIONS**

51. The Controller of Examinations shall be responsible for the smooth conduct of tests and examinations.
52. There shall be two cycle tests in each semester at the interval of one month and one model examination at the end of the semester.
53. Serially numbered answer books shall be provided with dummy number system.
54. On demand by invigilator, a student shall show his/her ID and/or hall ticket or handover the same as the case may be.

- 55.** No Student shall carry on his/her person or otherwise any kind of matter inside the test hall (Test hall means a place where any test of any kind or any university examination is conducted or held for the time being.) except his/her ID / hall ticket, pens, pencils, eraser and specifically permitted instruments including electronic calculator.

- 56.** When any student is found to be in possession of any unauthorised item :-
- i. That person shall be summarily removed from the test hall;
  - ii. The answer book shall be confiscated and
  - iii. The invigilator shall report in writing to the Chief Superintendent of Examinations who in turn put up to the committee for Malpractices.
- 57.** No student shall be allowed to borrow from others in the test hall.
- 58.** Late comers beyond 30 minutes of commencement of the test / examination shall not be permitted to enter the test hall.
- 59.** Strict silence shall be maintained in the test hall. When someone is found talking with any other examinee, both will be summarily discharged from the hall.
- 60.** Students will be allowed to take their positions 5 minutes in advance of the commencement of the test / examination.
- 61.** Any person impersonating will be handed over to police.
- 62.** No student shall ask any question during the test / examination.
- 63.** No student shall absent himself / herself from cycle test / model test without written permission for valid and unavoidable reasons from the HoD/Dean.
- 64.** A student who abstains from writing a test shall not be allowed to attend classes unless he/she submits an assignment answering all the questions asked in the test. However, in such cases, the person shall earn internal mark and of course, loose attendance till he/she

submits the said assignment.

### **31. DUTIES OF THE INVIGILATOR**

- 65.** Invigilators shall sign in the main sheets after checking the register number, number of pages in the Answer booklet, subject code, name, subject and date of the examination, session, question paper number etc to be written by the candidates in the main sheets.
- 66.** They shall get the attendance sheet signed by the candidates and close the attendance half-an-hour after the commencement of the examination.
- 67.** They should ensure that the answer sheets along with the additional sheets properly tied / pinned are collected from all the candidates before the candidate leaves the examination hall.
- 68.** While getting the answer sheets from the candidates once again they have to check the details on the first page.
- 69.** They should be alert while doing the invigilation duty. If they notice any malpractice, they should report the same to the examination cell / Chief Superintendent immediately.
- 70.** After collecting all the answer books in the serial order, they shall once again check whether the answer books have been arranged according to the register numbers.
- 71.** They should go to the examination cell after the examination is over, and immediately request another invigilator to check the answer sheets with the registration numbers in the brown answer cover and fill the form before handing over all the material to the Chief Superintendent/COE.

72. Faculty should not carry mobile phone during invigilation

### **32. MALPRACTICE DESERVING PUNISHMENT**

73. Possession of printed or written material, containing matter connected to the examination, or cell phone.
74. Possession of any connected matter written on the scale, kerchief, geometry box, calculator or on person (palm, hand) etc.
75. Possession of calculator having programming facility.
76. Copying from any of the above materials or from that of the neighbor.
77. Talking or transaction of any material between the neighboring candidates or outsiders.
78. Answers or any other thing written on the question paper, exchanging such question papers.
79. Any other misbehavior in the examination hall.
80. A Candidate taking away the answer book written by him from the examination hall.
81. A Candidate inserting a pre-prepared additional sheet containing answers to the various questions which were found in the question paper / not asked in the question paper.
- 81(a).** Involvement of impersonation will be viewed as serious offence. The candidate will be punished seriously and impersonation will be entrusted to police.
82. A Candidate receiving from an outsider through the window or by any means any material or information during the examination, whether related to the examination or not.



- 83.** A Candidate replacing the answer book itself by another answer book with or without answers already written for the various questions.
- 84.** A candidate is permitted to use geometric tools, non-programmable calculators and approved tables and data books only during the theory and the practical examinations. No other material/gadget (including cell phone) should be brought inside the examination hall.
- 85.** A candidate should neither possess/refer any forbidden material in any form nor should seek/obtain assistance in any form from any person/source towards answering the questions during the examinations. He/she should not assist other candidates in any form towards answering the questions during the examinations. The candidate should not reveal his/her identity in any form in the answer scripts. The candidates should not indulge in canvassing either directly or indirectly to award more than deserving marks in the examinations. The candidate should maintain discipline and decorum during the examinations.
- 86.** Violation of the above rules in any form during any class tests / cycle tests/ mock tests or end semester university examinations either conducted by internal or external examiners, theory or practical or project work will attract punishment ranging from levying fine to permanently debarring the candidate from continuing his/her studies as given below:-.

<b>Sl. No</b>	<b>Nature of Malpractice</b>	<b>Punishment</b>
1	Appeal by the candidate in the answer script to show mercy by way of awarding more than deserving marks	Fine of Rs. 1,000/- per subject
2	The candidate writing his/her name in the answer script.	
3	The candidate writing his/her registration number name in places other than specified in the answer script.	
4	Any special marking in the answer script by the candidate.	
5	The candidate communicating with neighboring candidate orally or non-verbally; the candidate causing suspicious movement of his/her body.	
6	Irrelevant writing by the candidate in the answer script.	
7	The candidate either possessing the question paper of another candidate or passing his question paper to another candidate with the question paper containing no additional writing on it.	
8	The candidate facilitating the other candidate(s) to copy from his/her answers script.	Invalidating the examination of the particular subject written by both candidates.

9	The candidate possessing any incriminating material(s) (whether used or not). For example:- Written or printed materials, bits of papers containing written information, writings on scale, calculator, handkerchief, dress, part of the body, Hall Ticket etc.	Invalidating the examinations of the subject concerned and all the theory and the practical subjects of the current semester registered by the candidate.  Further the candidate is not considered for reevaluation of answer scripts of the arrears-subjects.  If the candidate has registered for arrears-subjects only, invalidating the examinations of all the arrears-subjects registered by the candidate.
10	The candidate possessing cell phone(s) / programmable calculator(s) / any other electronic storage device(s) (whether used or not).	
11	The candidate possessing the question paper of another candidate with additional writing on it.	
12	The candidate passing his/her question paper to another candidate with additional writing on it.	
13	The candidate passing incriminating materials brought into the examination hall in any medium (hard/soft) to other candidate(s)	
14	The candidate copying from neighboring candidate.	
15	Vulgar/offensive writings by the candidate in the answer script.	
16	The candidate possessing the answer script of another candidate.	
17	The candidate passing his/her answer script to another candidate	
18	Appeal by the candidate in the answer script coupled with a promise of any form of consideration.	

19	The candidate misbehaving in the examination hall.	Invalidating the examinations of all the theory and practical subjects of the current semester and all the arrear-subjects registered by the candidate.
20	Involved in any one or more of the malpractices of serial no. 9 to 18 for the second or subsequent times.	<p><b>Additional punishment:</b></p> <p>(i) If the candidate has not completed the programme, he/she is debarred from continuing his/her studies for one year i.e. for two subsequent semesters. However the student is permitted to appear for the examination in all the arrears-subjects up to the last semester during the debarred period.</p> <p>(ii) If the candidate has completed the programme, he/she is prevented from writing the examinations of the arrears-subjects for two subsequent semesters.</p>

21	Cases of Impersonation.	<p>A) Handing over the impersonator to the police with a complaint to take appropriate action against the person involved in the impersonation by the Chief Supt.</p> <p>B) If a student of this University is found to impersonate a 'bonafide student', the impersonating student is debarred from continuing his/her studies and writing the examinations <b>permanently</b>.  . He/she is not eligible for any further admission to any programme of the University.</p> <p>C) Debarring the 'bonafide student' for whom the impersonation was done from continuing his/her studies and writing the examinations <b>permanently</b>.  . He/she is not eligible for any further admission to any programme of the University.</p>
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87. Any student found to have committed any of the above malpractices shall be suspended immediately pending

enquiry and will not be allowed to proceed to write any further test on the day of incident and the days following till the enquiry is completed.

- 88.** Where in any case the enquiry committee or officer concludes that the said delinquent had indeed committed the offence and consequently the charge had been held and proved, then he/she shall be suspended for ten working days including those spent already for the charge in case of class tests, monthly tests, cycle tests or model examination on the first occasion and termination of studies in the University in case of second occurrence and in case of the first occurrence in any university examination. Transfer Certificate will be issued in all such cases of termination of studies in the University.
- 89.** Candidates guilty of any of the above mentioned malpractices are liable to be punished including dismissal from the course, as may be decided by the Disciplinary Committee for Suspected Malpractices.

### **33. PROJECT WORK**

- 90.** Specially compiled Project Hand book and Project Note Book will be provided to each final semester student.
- 91.** Every final semester student shall fully understand the steps to be covered in project work, review schedule, review and preparation of project report.
- 92.** The rules and procedure laid down in the Project Hand Book and Record Note shall be strictly adhered to.
- 93.** The project review will be conducted on the pre determined published dates in the presence of external expert/s.

- 94.** Attendance at the periodical reviews is a must.
- 95.** Normally, four reviews will be conducted carrying 10, 20, 30 and 40 marks respectively for I, II, III, and IV reviews.
- 96.** Failure to appear for any review shall result in award of zero marks for that review, which in turn will reflect in the internal marks for the project.
- 97.** The project report shall be made as per specifications given in the Project Hand Book.

### **34. TRAINING**

98. Plenty of Training programmes are organized by the Training department covering English speaking, foreign languages (Japanese, French, Spanish, Korean), personality development and other value added courses engaging external resources. Students are encouraged to sign up for such courses and get benefited.
99. Details of such programmes will be available at the Training Centre, with HoDs and on the Website.
100. Fees payable for each course may vary and will be notified in advance.
101. However, the Dean reserves the right to deny such advanced/special training to those, who carry arrears of or more than 4 subjects in I year, 8 in II year and 12 in the III year.

### **35. STUDY HOLIDAYS**

102. Faculty will however be available at their respective departments to receive the students and clarify doubts etc.
103. If sufficient number of students requires special classes to be conducted in any subject, and on representation, the HoD will make necessary arrangements.

### **36. EDUSAT**

104. University will make arrangements to provide recorded versions of the lectures telecast by Edusat Programme in CDs on different subjects, for the benefit of the students. Students may play the CD at their convenience in their computers.





### **37. DAY SCHOLARS**

- 105.** Day Scholars may choose their mode of transport from their places of residence to the Campus – walk, bicycle, motorcycle, four wheeler, contract buses operated for the University or public transport – bus and train.
- 106.** While on transit by whatever mode, every student shall strictly adhere to safety rules in force.
- 107.** No Student shall be found to be travelling on foot board of a bus or travelling triples by motor bike or driving beyond 20 km/Hr on motorbike (from Avadi to Campus and back) or without a helmet.
- 108.** Students should realize that their lives and those of other road users are equally precious and that roads are not meant for heroic displays.
- 109.** No one shall be permitted to travel by buses operated by contractors engaged by the University, without a valid T-Card and ID Card, at all times while boarding, travelling and alighting.
- 110.** While on board, no student shall indulge in any wordy arguments with fellow passengers, behave indecently or argue with the bus crew. The decision and action of the bus crew is final in matters arising during the travel. Hence, whatever the nature of the problem, the students are advised to approach their class teachers / HoDs / Dean.

### **38. CANTEEN**

- 111.** For the benefit of the day scholars, canteen facilities are available on prepaid, self service basis.

112. The breakfast, hot and cool drinks, lunch and snacks are generally made available at appointed times and at prices displayed from time to time.
113. Students must buy lunch coupons in advance. However other items will be provided on payment across the sales counter.
114. Sharing of food / lunch or eating out of same plate etc is strictly prohibited.
115. Students shall maintain utmost decency inside the Canteen premises and ensure orderly behavior.

### **39. HOSTEL**

116. Mere admission into a course in the University shall not confer any right to any student to admission to hostel.
117. Admission to hostel and allotment of room are entirely at the discretion of the management. Management is not bound to offer any reason for denying admission into hostel.
118. Students allotted hostel accommodation shall at all times observe the code of conduct and all rules and regulations in vogue from time to time.
119. Hostellers shall eat only in the assigned hostel mess.
120. They are advised not to keep any jewelers or valuable things. They may be kept in the lockers available.
121. There shall be a roll call in the hostel every day by the warden at the appointed time. Failure to be physically present during roll call will entail disciplinary proceedings against such absentee.

122. fill, such fact must be notified, for the warden to visit the room to verify and if required make arrangements for medical help.
123. Each inmate of the hostel must have one torch light and an emergency kit in his/her possession.
124. Loud talking / discussions / singing / arguing / quarrelling / birthday or any other kind of partying etc., are strictly prohibited.
125. No guest including parents will be permitted to stay in the hostel.
126. Hostel gate will be closed at 6.00 pm and none will be allowed to go out or get in after that.
127. When falling sick, the warden shall be immediately informed.
128. Special food may be served on festival days.
129. Libraries with limited stock of books are available in each hostel block for the benefit of the inmates subject to rules in force.
130. Inmates will be permitted to perform gymnastic exercises only in the presence of physical director and with his/her permission.
131. Individual room with computer facility may be available subject to conditions.
132. Reading room and entertainment centre will be open for specified duration in the evenings.
133. Any one indulging in **RAGGING** (which is totally prohibited) or any uncivilized act or violates any rule in force will be summarily ejected from the hostel premises and criminal case may be filed with the police. Nodal

Officer has been nominated to monitor the RAGGING.

- 134.** Hostel inmates absenting from classes or tests without prior written permission from the Warden and Dean, shall be liable to be removed from the hostel.
- 135.** Smoking, chewing or consumption of alcohol or possession of any kind of drugs is totally prohibited and violators shall be removed from the rolls of the University and the hostel.  
Once removed from the rolls of the hostel, a person shall not be readmitted in the hostel. New provision for Hostel students the suspension may allowed to be compounded by charging 250 rupees (the current hostel fees / 300) per day of suspension.

#### **40. CERTIFICATES**

- 136.** The final year students shall be provided with the following documents on the last date of the theory examination:-
1. Course Completion Certificate
  2. Conduct Certificate
  3. Transfer Certificate
  4. Merit Certificate detailing his/her achievements
    - Academic
    - Sports
    - Participation in cultural and social events
    - Participation in seminars/symposium/
    - publication of papers
  5. Transfer of Caution Deposit to the Student's Account after deductions, if any.

#### **41. GENERAL**

- 137.** Rules are liable to change by 15 days' notice on website and display on Notice Boards.