



Vel Tech

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

B.E. /B.Tech
REGULATIONS – 2009
&
GENERAL CODE OF CONDUCT

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These regulations as amended are applicable to all candidates admitted into B.E. / B.Tech. Programmes in the academic year 2009-10 and all candidates admitted in B.Tech programmes from the academic year 2010-11 onwards.

Degree of Bachelor of Technology

The following Regulations shall be applicable to all programmes of B.Tech. 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 B.Tech. Degree Programme.
- II) **“Branch”** means specialization or discipline of B.Tech. Degree Programme, like Civil Engineering, Information Technology, etc.
- III) **“Course”** means a theory or practical subject that is normally studied in a semester, like Mathematics, Electrical Machines, 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 Annual Pattern of the four year B.Tech. 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 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 a pass or satisfactory grade or prescribed marks in Mathematics, Physics, Chemistry 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 to

AND

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

(OR)

Should possess the Diploma in Engineering / Technology awarded by the State Board of Technical Education, Tamil Nadu or any other authority and from an institution recognised by AICTE as accepted by the university as equivalent thereto.

2.2 Lateral entry admission

- (i) The candidates who possess the Diploma in Engineering / Technology awarded by the State Board of Technical Education, Tamilnadu or its equivalent are eligible to apply for admission to the third semester of B.Tech. in the branch corresponding to the branch of study or as may be prescribed by the University or AICTE.

(OR)

- (ii) The candidates who possess the Degree in Science (B.Sc.,) (10+2+3 stream) with Mathematics as a subject at the B.Sc. Level are eligible to apply for admission to the third semester of B.Tech.

Such candidates shall undergo additional Engineering subject(s) in the third and fourth semester as prescribed by the respective School as pre-requisite or co-requisite course/s.

3. BRANCHES OF STUDY

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

B.Tech. Degree Programmes in

1. Aeronautical Engineering
2. Automobile Engineering
3. Civil Engineering
4. Computer Science and Engineering
5. Electrical and Electronics Engineering
6. Electronics and Communication Engineering
7. Electronics and Instrumentation Engineering

8. Instrumentation and Control Engineering
9. Mechanical Engineering
10. Production Engineering
11. Industrial Engineering
12. Electronics & Telecommunication Engineering
13. Biotechnology
14. Information Technology

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
- Professional competency in computer programming and application
- Entrepreneurship and management principles and practices.

4.2 Faculty 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.

4.6 Workshop practice, Computer practice, Engineering graphics, Laboratory work, Industrial training, Seminar presentation, Project work, Educational tours, camps, etc.

4.7 NCC/NSS/NSO/YRC activities for character development

4.8 The curriculum of each semester shall normally be a blend of theory courses not exceeding 7 and practical courses not exceeding 4. However, the total number of courses per semester shall not exceed 10.

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 B.Tech programme shall be 4 academic years. For candidates admitted from 10 + 2 stream See clause 2(i) & (ii) and 3 Academic years in case of Diploma or B.Sc., candidates admitted into the 3rd semester of a programme.

5.2 From 10 + 2 stream admitted to B.Tech. programme shall however be allowed to complete the course programme within 7 Academic years from the date of admission, irrespective of any period of break of study and in the case of Diploma and B.Sc. candidates, the maximum period of completion of the programme shall be 6 years from the date of admission, irrespective of the period of break of study.

5.3 The first Academic year shall consist of 180 working days (instructional days) including practicals shall be conducted according to the Academic schedule of the University.

- 5.4 Each semester, commencing from 3rd semester shall consist of 90 working days instructional days including practicals according to the Academic schedule of the University.
- 5.5 The Dean of every Faculty / School may, however, authorize additional classes to be held in any Department of the Faculty / School or in any subject or may request another Faculty / 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 Faculty / School shall hold at least one review meeting every month with each Department under the Faculty / 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 Faculty / School.

6. FACULTY ADVISER / MENTOR

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. 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 Faculty / 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 Faculty / 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 the first year and semesters subsequently.
- 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 consolidating for a maximum of 400 marks.

- 8.3 The University examination (theory and practical) of 3 hours duration shall ordinarily be conducted between April and June for I year Annual Pattern and 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 guide of the project group and an internal examiner.
- 8.4.1 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 University.

9. PROVISION FOR WITHDRAWAL FROM EXAMINATION

- 9.1 Every candidate declared eligible after successful recording of minimum required attendance 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 Faculty / 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 21.1 and 21.2.
- 9.5 Withdrawal shall not be permitted for examinations of subject of the previous semesters.

10. PROCEDURE FOR AWARDING MARKS FOR INTERNAL ASSESSMENT

- 10.1 For all theory and practical courses the continuous 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 assessment shall be for a maximum of 100 marks. The above continuous 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 internal assessment will consist of three components
 - 10.3.1** Academic
 - Tests
 - Assignments
 - 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 in all for 10 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 15 marks. Thus the total of three test marks (Test-I covering units I & II for 6 marks) + (Test II covering units III & IV for 6 marks) + (Model Examinations covering full syllabus for 13 marks) will be a maximum of 25, as test component of 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 10 days 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.

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

- 11.1** Student shall be deemed to have satisfactorily completed a course of study, if a student has attended 75% instructional days for First year of Annual pattern with 180 working days or in a semester within 90 working days in all courses put together during the First year of Annual pattern / any semester as the case may be.
- 11.2** However, an absence upto additional 10% 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 allowed.
- 11.3** Candidates who secure less than 65%, but more than 60% of overall attendance and those who do not fall under the category in clause 11.2, will not be permitted to write the University examinations at the end of the first year of annual pattern / any semester, but will be allowed to proceed to the next semester. Such candidates shall be

deemed to have failed in all the papers. They shall be eligible for second class only. Refer Clause 20.2.3(iv). However, they shall be permitted to appear for the supplementary examinations under clause 15.3 below.

- 11.4** Candidates who secure less than 60% of overall attendance, will not be permitted to write the University examination at the end of First year of Annual pattern / any semester and not permitted to go to next semester. They shall repeat the incomplete First year Annual pattern / 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 the First year annual pattern or 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 50% of total marks prescribed for the courses with a minimum of 50% of the marks prescribed for the Annual examination of First year (Annual pattern) / 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 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 11.4 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 50 out of 100 (CIA + END semester Examination) he will not be able to clear the subject.

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

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 student is permitted to improve the CIA more than 4 theory / practical courses together). Upon payment of prescribed fees, 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 for the course he took previously 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.

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 Further, if the candidate fails to improve the mark, the previous mark shall be retained.

15. ADDITIONAL OPPORTUNITY TO CLEAR THE ARREARS

- 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 or annual 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 University examinations under clause 11.3 for want of attendance but allowed to proceed to the next semester, 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 MARK SHEETS

- 16.1 Individual mark sheet 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 Mark Statement, which will be supplied to each candidate who had registered for an examination conducted by the University:
- a. The marks obtained in the Continuous Internal Assessment (CIA)
 - b. Marks secured in the End Semester Examination (ESE)
 - c. The Total Marks obtained (Total)
 - d. Credits Earned (Cr.)

- e. Letter Grade (LG)
- f. Grade Point (GP)
- g. Positional Grade i.e. Relative Position of the candidate among the examinees for that course (Pos. Gr.), and
- h. The result as 'passed' or 'failed' (Result).

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

Range of Marks	Grade Point	Letter Grade
90-100	10	S
80-89	9	A1
70-79	8	A2
60-69	7	A3
50-59	6	B
0-49	0	U
AB	-	-
WH	-	WH

16.1.3 Duplicate copy of the original mark sheet shall be made available within fifteen days upon receipt of written request to the COE 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) and Simple Average of marks secured expressed as a percentage.

16.2.2 Semester Grade Point Average (SGPA) is calculated on the basis of grades obtained in all courses of a semester or annual pattern as the case may be. 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 grades registered in the

$$\text{semester. SGPA} = \frac{\sum_1^n Cr_1 Gp_1}{\sum_1^n Cr_1}$$

16.2.3 Cumulative Grade Point Average (CGPA) is the cumulative points secured in all passed courses over the cumulative grades earned.

16.2.4 The percentage is calculated on the basis of sum of the marks secured in all the subjects in a semester or annual pattern over the sum of the maximum marks prescribed for all the subjects expressed as a percentage. For the entire course, it shall be the sum of all the marks secured in all passed papers over sum of the maximum for all these papers.

16.2.5 In every course (Subject) where the number of candidates is ten and above, the difference between the maximum marks secured by a candidate among the examinees and the passing minimum shall be divided into ten equal parts and Relative Position (RP) of each candidate shall also be indicated as below :-

Desc	RP
Top $\frac{1}{10}^{\text{th}}$	A1
Second $\frac{1}{10}^{\text{th}}$	A2
Third $\frac{1}{10}^{\text{th}}$	A3
Fourth $\frac{1}{10}^{\text{th}}$	B1
Fifth $\frac{1}{10}^{\text{th}}$	B2
Sixth $\frac{1}{10}^{\text{th}}$	B3
Seventh $\frac{1}{10}^{\text{th}}$	C1
Eighth $\frac{1}{10}^{\text{th}}$	C2
Ninth $\frac{1}{10}^{\text{th}}$	C3
Last $\frac{1}{10}^{\text{th}}$	L
Unsuccessful	U

17. 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.

17.1 Migration within the University

- a) From one department of a School to another within the same School in the University
- b) From one department of a School to another School in the University

17.1.a Migration from one department of a School to another within the same School in the University

In case of an application by a student of the University for transfer from the branch of the school in which he has enrolled to another branch in the same school, a Committee consisting of the Dean of the School and the HoDs of the transferor and transferee Departments shall first decide the courses the student would have to complete to qualify to receive a degree from the transferee department 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 transferee department 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 Dean's 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 and Controller of Examination and Finance Departments. Every

such application shall be disposed of by the Dean concerned in 15 days of receipt of application.

17. 1.b. Migration from one department of a school to another School in the University

In case of an application by a student of the University for transfer from the branch of the school in which he has enrolled to another branch in a different school, a Committee consisting of the Deans of the Schools and the HoDs of the transferor and transferee Departments shall first decide the courses the student would have to complete to qualify to receive a degree from the transferee department 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 transferee department 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 Deans' 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, CoA, CoE and Finance Departments. Every such application shall be disposed of by the Dean concerned in 15 days of receipt of application.

17.2 Migration from other University

- a) From any other University in India to Vel Tech with or without change in Department
- b) From foreign Universities to Vel Tech with or without Change in Department as per AIU/Washington Accord membership/UGC equivalence

17.2.a 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.

17.2.b 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 the HoDs of the transferor and transferee Departments as the case may be, shall first decide the eligibility of the candidate for migration, recognition status of the foreign university with UGC, Programme/ course equivalence , 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 new branch including those which can be transferred. The procedure implies that the Committee has to decide first eligibility criteria of the foreign university and equivalence of courses and 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 Foreign University 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, Head of the Departments 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.

17.3 Course work of previous semesters for migration 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.

17.4 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.

18. PROVISIONS FOR TRANSITIONAL STUDENTS

For transitional students, a Transitional Committee shall be formed consisting of Dean of school and HOD of the department concerned. The committee shall refer to the

guidelines of BOS and advise transitional students with regard to their curricula, courses and other requirements for completion of degree. The decision of the committee shall be placed for ratification before BOM. 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 of school, HOD of the concerned department, COA, COE and Finance Departments. Every such application shall be disposed of by the Dean concerned in 15 days of receipt of application. While rejoining for the degree programme, a transitory student shall follow the same Regulations as that followed by regular students in his/her semester.

19. QUESTION PAPER PATTERN FOR THEORY EXAMINATIONS

Total Marks for each subject	..	100
End Annual/ Semester University Examination	..	60
Internal Assessment	..	40
Duration of written Examination	..	3 Hours

Part-A - 15 Questions of short answer (one sentence or not more than 5 lines) / multiple choice / True or false types
 three from each unit 15x2=30

Questions in either or pattern, one from each unit
 5x14=70

Where a question in Part-B carries subdivisions, allocation of marks for each subdivision shall be clearly indicated against each such sub-division.

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

20. ELIGIBILITY FOR THE AWARD OF DEGREE

- 20.1 A student shall be declared to be eligible for the award of the B.Tech. Degree provided the student has
- (i) Successfully completed the course requirements and has passed all the prescribed examinations in the first year of annual pattern and the subsequent 6 semesters (6 semester for lateral entry) within a maximum period of 7 years (6 years for lateral entry) reckoned from the commencement of the first year to which the candidate was admitted; and
 - (ii) Obtained a certificate from the Dean of the Faculty / School certifying the participation in NCC/NSS/ NSO/YRC.
- 20.1.1 The award of Degree must have been approved by the Academic Council and the Board of Management of the University.

20. 2 Classification of the Degree Awarded

20.2.1 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 First year Annual Pattern and all the subsequent six 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 an aggregate of not less than 75% of total marks (internal assessment marks plus semester examination marks) in all the courses from third to eighth semesters.

However, for the purpose of classification under clause 20.2.1 (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.

20.2.2 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 First year Annual Pattern and all the subsequent six 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 semester within eight consecutive semesters of study reckoned from the commencement of study in the III semester.

AND

- (iii) Who have secured an aggregate of not less than 60% of total marks (internal assessment marks plus semester

examination marks) in all the courses from third semester to eighth semester.

20.2.3 Second Class

- (i)** All other candidates (not covered in clause 20.2.1 and 20.2.2) 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 8th semester curriculum and qualifying for the award of degree after the 5th 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 20.2.1 & 20.2.2 and shall be declared to have passed the examination in Second Class.
- (iv)** All candidates covered by clause 11.3 who are not permitted to appear for any examinations for want of attendance but permitted to proceed to the next semester, shall also be placed in second class irrespective of the actual average percentage of marks.

20.3 A candidate who is absent for 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.

20.4 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 :

20.4.1 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.

- 20.4.2 On receipt of such request and payment, the COE 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.
- 20.4.3 The COE shall also notify the revised mark for such candidate by taking the higher 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.
- 20.4.4 Mark sheet shall accordingly be modified and issued to the candidate.
- 20.5 In all cases, the CGPA calculated on 10 point scale will be denoted in the Degree certificates.

21. TEMPORARY BREAK OF STUDY FROM A PROGRAMME

- 21.1 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 and Dean stating the reasons therefore, in any case, not later than the last date for registering for the semester examinations of the semester in question.
- 21.2 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.

- 21.3 The duration specified for passing all the courses for the purpose of classification vide Clause 20.2.1 and 20.2.2 shall not be altered by the period of such break of study permitted.
- 21.4 The total period for completion of the programme reckoned from the commencement of the first year of Annual pattern 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).
- 21.5 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'.

22. CHALLENGE EVALUATION

Students shall have provision to get his/her answer scripts to be re-evaluated in the presence of the student and any of his/her chosen academic experts. Upon the payment of required processing fee by the student, COE shall issue photo copy of the script and the student shall be allowed to bring any academic expert of his/her choice with him to the COE office for evaluating the answer script. One more external examiner shall be appointed by the COE with the approval of VC. The challenge evaluation shall be done in the presence of the student by the above two examiners. The average of both the examiners' mark is taken. The maximum marks obtained by the student in the original evaluation and challenge evaluation shall be taken as the final marks. If the difference of two evaluation marks exceeds 15, the processing fee shall be refunded to the student, provided he/she secures minimum pass marks for that course. In case the difference is within 15, the fee amount shall not be refunded.

23. INDUSTRIAL VISIT

Every student is required to undergo at least one Industrial Visit, starting from the third semester of the Programme.

24. PERSONALITY AND CHARACTER DEVELOPMENT

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

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

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

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

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, the Principal may permit a student to complete this requirement in the second year.

25. DISCIPLINE

- 25. 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, 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.

- 25.2.** 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.

26. 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.

RECOGNISED +2 STAGE FOREIGN EXAMINATIONS

Programme Structure / Nomenclature	Countries
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 countries following American pattern of education.	USA

28.

TABLE - B**TABLE FOR AWARD OF INTERNAL ASSESSMENT MARKS**

S. No	Activity	Internal Marks
ACADEMIC		
1	Test on units - I & II	6
2	Test on units – III, & IV	6
3	Model Examination - I (all units)	13
4	Total for tests & model exams	25
5	One Assignment for each unit at 2 marks per assignment	10
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 in lieu of Test II for absence	2
CO-CURRICULAR		
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	4

	on production of participation certificate for each paper	
12	Publication of a paper in any national or international journal	5
	EXTRA CURRICULAR – SOCIAL SERVICE	
13	Member of NCC	3
14	Member of NSS / YRC / NSO	3
	CULTURAL	
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

	SPORTS	
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

GENERAL CODE OF CONDUCT

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

29. 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.100/- per day during the next 3 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 only in the form of Demand Draft drawn in favour of ,VEL TECH Dr.RR & Dr.SR TECHNICAL UNIVERSITY" payable at Chennai 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 and A Card will be issued under acknowledgement.

4. Every student shall at all times wear the ID Card on person and shall produce A Card before the Controller of Attendance and get his/her name entered in the attendance register.

5. Every UG and PG student may receive 3 and 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:-**
 - a. Wear full or half sleeve shirt with all buttons and neck closed and shall not roll up the sleeves while wearing full arm shirt;
 - b. Wear full gent's pants with waist belt in place, shirt tucked in properly and securely zipped up.
 - c. Wear clean socks and normal black shoes and
 - d. Appear clean shaven.
 - e. No male students shall wear tight fitting shirt or pants or jeans, T shirts, banians or any other casual wear or cargoes or shirts with multipockets with any kind of Slogans, Writings, wordings whatsoever on them.
 - f. 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 :-**
 - a. 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;
 - b. 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 or 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.10,000/-
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 Principal.
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' 9444402915 / 9940024001/ 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 allowable to attend further classes only with the written permission from the HOD.

30. ATTENDANCE

- 1 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.
- 2 Attendance will be called at every period and those not answered will be marked absent.
- 3 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.
- 4 An entry once made in the attendance register is not alterable.

- 5 Students who are members of NCC / NSS 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.
- 6 Every Student is eligible for a maximum of 9 days of condonation of attendance in a semester (18 days in annual pattern) 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.
- 7 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.
- 8 Such cases will also be updated in the computer at the gate. This will be entered in the progress card of the student.
- 9 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.
- 10 Attendance in special classes, conducted according to specific requirements will not be taken into account for purposes of general attendance requirement.
- 11 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.
- 12 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.

- 13 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.
- 14 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
- 15 Students should come to the class well prepared with the previous held lecture and studying the topics to be taken for the day.
- 16 Students are advised to maintain separate notebooks for each subject and shall be attentive in the class and take necessary notes.

31. THEORY CLASSES

- 1 When in doubt, a student may politely raise his/her hand or stand up. When the teacher permits, he/she may explain his/her doubts and seek clarification. Students are advised not to enter into argument or wordy quarrel with teacher or fellow students. However, in MBA classes, healthy arguments / role play / group discussions etc will be in order and encouraged. Logical and persuasive presentation will be encouraged
- 2 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.

- 3 Students shall strictly adhere to the Laboratory schedule given to them by the department.
- 4 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 .
- 5 If in doubt, students must seek and get clarifications and guidance from the laboratory assistants and lecturers.

32. LABORATORY

- 1 Under no circumstances, shall students copy record or observations, as laboratory exercises are golden opportunities to students to apply theory to practice.
- 2 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.
- 3 No student will be allowed to proceed to perform the next practical test without having submitted the record book for the previous experiment.
- 4 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.

33. TESTS AND EXAMINATIONS

- 1 The Controller of Examinations shall be responsible for the smooth conduct of tests and examinations.

- 2 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.
- 3 Serially numbered answer books shall be provided with dummy number system.
- 4 On demand by invigilator, a student shall show his/her ID and/or hall ticket or handover the same as the case may be.
- 5 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.
- 6 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
 - a. Controller of Attendance
 - b. Head of the Department and
 - c. Dean of the Facultyfor taking disciplinary action deemed fit.
- 7 No student shall be allowed to borrow from others in the test hall.
- 8 Late comers beyond 30 minutes of commencement of the test / examination shall not be permitted to enter the test hall.
- 9 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.

- 10 Students will be allowed to take their positions 5 minutes in advance of the commencement of the test / examination.
- 11 Any person impersonating will be handed over to police.
- 12 No student shall ask any question during the test / examination.
- 13 No student shall absent himself / herself from cycle test / model test without written permission for valid and unavoidable reasons from the HOD/Dean.
- 14 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.

34. DUTIES OF THE INVIGILATOR

- 1 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.
- 2 They shall get the attendance sheet signed by the candidates and close the attendance half-an-hour after the commencement of the examination.
- 3 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.
- 4 While getting the answer sheets from the candidates once again they have to check the details on the first page.

- 5 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.
- 6 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.
- 7 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.
- 8 Faculties should not carry mobile phone during invigilation.

35. MALPRACTICE DESERVING PUNISHMENT

- 1 Possession of printed or written material, containing matter connected to the examination, or cell phone.
- 2 Possession of any connected matter written on the scale, kerchief, geometry box, calculator or on person (palm, hand) etc.
- 3 Possession of calculator having programming facility.
- 4 Copying from any of the above materials or from that of the neighbour.
- 5 Talking or transaction of any material between the neighbouring candidates or outsiders.
- 6 Answers or any other thing written on the question paper, exchanging such question papers.
- 7 Any other misbehavior in the examination hall.
- 8 A Candidate taking away the answer book written by him from the examination hall.

- 9 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.
- 10 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.
- 11 A Candidate replacing the answer book itself by another answer book with or without answers already written for the various questions.
- 12 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.
- 13 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.
- 14 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:-

Sl. No	Nature of Malpractice	Punishment
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 the candidate.
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 revaluation 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>Additional punishment: (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.</p> <p>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.	A) Handing over the impersonator to the police with a complaint to take appropriate action against the person involved in the impersonation by the

		<p>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 permanently. 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 permanently. He/she is not eligible for any further admission to any programme of the University.</p>
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15 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.

- 16 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.
- 17 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.

36. PROJECT WORK

- 1 Specially compiled Project Hand book and Project Note Book will be provided to each final semester student by the store.
- 2 Every final semester student shall fully understand the steps to be covered in project work, review schedule, review and preparation of project report.
- 3 The rules and procedure laid down in the Project Hand Book and Record Note shall be strictly adhered to.
- 4 The project review will be conducted on the pre determined published dates in the presence of external expert/s.
- 5 Attendance at the periodical reviews is a must.
- 6 Normally, four reviews will be conducted carrying 10, 20, 30 and 40 marks respectively for I, II, III, and IV reviews.

- 7 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.
- 8 The project report shall be made as per specifications.

37. TRAINING

- 1 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.
- 2 Details of such programmes will be available at the Training Centre, with HODs and on the Website.
- 3 Fees payable for each course may vary and will be notified in advance.
- 4 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.

38. STUDY HOLIDAYS

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

39. EDUSAT

- 1 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.

40. DAY SCHOLARS

- 2 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.
- 3 While on transit by whatever mode, every student shall strictly adhere to safety rules in force.
- 4 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.
- 5 Students should realize that their lives and those of other road users are equally precious and that roads are not meant for heroic displays.
- 6 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.
- 7 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.

41. CANTEEN

- 1 For the benefit of the day scholars, canteen facilities are available on prepaid, self service basis.
- 2 The breakfast, hot and cool drinks, lunch and snacks are generally made available at appointed times and at prices displayed from time to time.
- 3 Students must buy lunch coupons in advance. However other items will be provided on payment across the sales counter.
- 4 Sharing of food / lunch or eating out of same plate etc is strictly prohibited.
- 5 Students shall maintain utmost decency inside the Canteen premises and ensure orderly behavior.

42. HOSTEL

- 1 Mere admission into a course in the University shall not confer any right to any student to admission to hostel.
- 2 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.
- 3 Students allotted hostel accommodation shall at all times observe the code of conduct and all rules and regulations in vogue from time to time.
- 4 Hostellers shall eat only in the assigned hostel mess.
- 5 They are advised not to keep any jewellery or valuable things. They may be kept in the lockers available.
- 6 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.

- 7 If ill, such fact must be notified, for the warden to visit the room to verify and if required make arrangements for medical help.
- 8 Each inmate of the hostel must have one torch light and an emergency kit in his/her possession.
- 9 Loud talking / discussions / singing / arguing / quarrelling / birthday or any other kind of partying etc., are strictly prohibited.
- 10 No guest including parents will be permitted to stay in the hostel.
- 11 Hostel gate will be closed at 6.00 pm and none will be allowed to go out or get in after that.
- 12 When falling sick, the warden shall be immediately informed.
- 13 Special food may be served on festival days.
- 14 Libraries with limited stock of books are available in each hostel block for the benefit of the inmates subject to rules in force.
- 15 Inmates will be permitted to perform gymnastic exercises only in the presence of physical director and with his/her permission.
- 16 Individual room with computer facility may be available subject to conditions.
- 17 Reading room and entertainment centre will be open for specified duration in the evenings.
- 18 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.

- 19 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.
- 20 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.
- 21 Once removed from the rolls of the hostel, a person shall not be readmitted in the hostel.

43. CERTIFICATES

- 1 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.

44. GENERAL

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