

# **SATHYABAMA**

**INSTITUTE OF SCIENCE AND TECHNOLOGY**

(Deemed to be university U/S 3 of UGC Act 1956)

Accredited with Grade "A++" by NAAC | 12B Status by UGC | Approved by AICTE  
Jeppiaar Nagar, Rajiv Gandhi Salai, Chennai - 600 119



## **ACADEMIC REGULATIONS – 2023**

**B.E. / B.Tech. & M.E. / M.Tech**

**Programmes**

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### I. PREAMBLE

As per the recommendations of UGC, Sathyabama Institute of Science and Technology has introduced Choice Based Credit System (CBCS) from the academic year 2015-16. Along with Choice Based Credit System the institution also adopted Outcome based Education (OBE) from 2015-16 academic year, with more emphasis on modified academic curriculum to meet corporate needs, open electives, credits for internship, and semester abroad program are the measures taken to induce prolific quality component into the system. Continuous evaluation system is further strengthened with 50-50 percentage weightage that is in place for internal and external examinations respectively.

Sathyabama has always strived to be a pioneer in delivering quality education. Sathyabama has taken incremental steps in the right direction to provide holistic development to students through its academic curriculum. The four verticals namely knowledge, skill, self-development and Learning to learn are considered while designing the curriculum. The curriculum is designed to facilitate multi-disciplinary learning, experiential learning through Project Based Learning as part of the learning process.

### II. DEFINITIONS AND NOMENCLATURE

**In these Regulations, unless the context otherwise requires**

- **Degree** : Refers the academic award conferred up a student after the successful completion of the programme in the stipulated period with required credits and set procedures. The Degree is a Under graduate program which is “Bachelor of Engineering” or Bachelor of Technology”, also referred “B.E.” or “B.Tech” respectively.
- **Programme** : Refers to the Bachelor of Engineering / Technology Stream that a student has chosen for study.
- **Course** : Refers to the course (Subject) that a student would have to undergo during the study in the Institution
- **Batch** : Refers to the Starting and Completion year of a Programme of study. Eg. Batch of 2023–2027 refers to students belonging to a 4 year Degree programme admitted in 2023 and completing in 2027.

- **Minor** : The discipline other than the major stream of study selected by the student, for secondary specialisation
- **School** : Each Programme and Department of the Institution is grouped as Schools. E.g. School of Electrical and Electronics consists of Departments of Electronics and Communication Engineering and Electrical and Electronics Engineering. This School offers various Undergraduate and Postgraduate Programmes in Engineering like B.E (Electronics and Communication Engineering), B.E (Electrical and Electronics Engineering), M.E (Power Electronics and Industrial Drives), M.E. (Applied Electronics), M.E. (Embedded Systems and IoT).
- **School Dean** : Refers to the Head of a School.
- **HoD** : Refers to the Head of a Department (HoD) offering various UG and PG programmes. He/ She will be the Head of all staff members and Students belonging to the Department
- **Year Coordinator** : The Head of the Department shall appoint a Batch coordinator for each batch of students admitted in to a programme, throughout their period of study. The Batch coordinator shall act as a linkage between the HoD, faculty members and the students.
- **COE** : “Controller of Examinations” means, the authority of the Institution who is responsible for all activities of the Institution Examinations.
- **UGC** : “UGC” means, University Grants Commission
- **NATA** : National Aptitude Test in Architecture
- **NEET** : National Eligibility Cum Entrance Test
- **AICTE** : All India Council of Technical Education
- **AC** : Academic Council
- **BoM** : Board of Management
- **BoS** : Board of Studies
- **HEI** : Higher Educational Institution
- **Dean, Academics** : Dean, Academics is responsible for the academic regulations, relating to all programs of study in the institution.

## ACADEMIC REGULATIONS 2023

Under Choice Based Credit System (CBCS)

### 1. Vision and Mission of the Institution

**1.1 Vision:** Be a leading multidisciplinary University, producing world class talents to address global challenges

**1.2 Mission:**

- To attain excellence in Education and Research through effective collaboration with Industries and other International/National organizations
- To consistently remain an attractive ecosystem for students and employees, a hub of innovation for researchers and an incubating platform for entrepreneurs
- To create an inclusive environment that caters to all forms of diversity
- To engage in outreach and community development activities, creating an impact on the society

### 2. Admission:

#### 2.1 Eligibility for Admission

- The Admission to UG Engineering programs offered by the Institution is based on All India Entrance Examination Conducted by Sathyabama Institute of Science and Technology, Sathyabama All India Engineering Entrance Examination (SAEEE).
- M.E./ M.Tech admission is based on the marks secured in the eligibility examination as mandated by the regulatory bodies.
- The certificates and merits of the students are meticulously verified and branches are allotted as per their choices considering their merit scores.

#### 2.2 Eligibility Qualification

- The Minimum eligibility qualifications for admission to various programs of the Institution would be decided based on the concerned regulatory bodies and would be indicated in the Admission brochure released before admissions every year.

**(i) Regular Entry**

Candidates for admission to the First Semester of B.E. / B.Tech should have qualified in 10 + 2 examination and should have obtained minimum percentage as specified by the concerned regulatory bodies.

Candidates for admission into the First Semester of M.E/ M.Tech degree should have qualified B.E/ B.Tech degree in the appropriate discipline from a recognized university.

**(ii) Lateral Entry**

The candidates possessing a Diploma in the relevant discipline of specialization with minimum marks as specified by the concerned regulatory bodies are qualified for B.E. / B.Tech program.

- The candidate has to fulfill all the prescribed admission requirements/norms of the Institute in the admission brochure released before the admission every year.
- In all matters of dialogue relating to admission to the Degree programme, the decision of the Board of Management of the Institute shall be final.
- At any time after admission, if found that a candidate has not fulfilled one or many of the requirements stipulated by the Institute, or submitted forged certificates, the Institute has the right to revoke the admission and will forfeit the fee paid. In addition, legal action may be initiated against the candidate as decided by the Board of Management.

**3. Student Discipline:**

- Discipline being the foremost priority of the institution, decency in behavior anytime inside the campus is expected. Students are requested to maintain the decorum of a classroom and laboratory adhering to the dress code of the institution. Silence while accessing the library facilities and exhibition of examination ethics. Students are expected to maintain good behavior during the transit by institution bus. Any indisciplinary activity is seriously viewed by the disciplinary committee and necessary punitive action will be taken after proper inquiry.
- If a student indulges in malpractice in any of the end semester theory / practical examination, continuous assessment examinations he/she shall be liable for disciplinary action as prescribed by the Institution from time to time.

- Ragging in any form is a criminal and non-bailable offence in our country. The current State and Central legislations provide stringent punishments including imprisonment. Once the involvement of a student is established in ragging, offending fellow students/staff, harassment of any nature to the fellow students/staff etc. the student(s) will be liable to be dismissed from the Institute, as per the laid down procedures of the UGC / Govt. /Institute.
- Every student of the Institute, along with their parent, shall give an undertaking every year in this regard and the same should be submitted at the time of Registration.

#### **4. Programmes Offered**

UG and PG Programmes offered under various Schools is given in Annexure 1. Program change/ discipline change will not be entertained at any point after admission.

#### **5. Structure of Programme:**

The period of study for all B.E./ B.Tech programmes is four academic years, M.E/M.Tech programmes is two academic years. Every academic year would be divided into two semesters.

##### **5.1 Curriculum**

- Every program is prescribed in a specific framework with a list of courses across semesters called the curriculum. The curriculum of the programme is applicable to the students admitted from the year tagged in the curriculum. Unless and otherwise mentioned explicitly by the Academic council, the students who are admitted in the subsequent years would follow the prescribed curriculum at the time of their joining the program.
- The Dean of the School and the Head of the Department, is deemed to be responsible for the curriculum. Any change in the curriculum should be done with approval from Dean Academics and recommended by the Board of Studies of the concerned program and submitted to the Academic Council for approval.
- The curriculum would be framed to satisfy the Program Outcomes (PO), Program Specific Outcomes (PSOs) and Program Educational Objectives (PEOs). Any changes made in the curriculum should be approved by the Board of Studies (BoS), Academic Council (AC) and Board of Management (BoM).
- Each course has Course Outcomes (CO) which are mapped with the Program Outcomes (PO) and Program Specific Outcomes (PSO).

## 5.2 Category of Courses

The curriculum has a list of Core Courses, Elective Courses, Skill Enhancement Courses, Mandatory Audit Courses and Experiential Learning Courses. The total number of (theory, practical and electives) courses per semester till pre-final year would be 6 courses per semester. The courses per semester in the final year of study are specific to individual programmes.

### 5.2.1 Core Courses

- General Foundation courses are mandatory and are expected to provide fundamental knowledge on English, Mathematics, Basic Sciences and Humanities and Engineering Sciences.
- Professional Core courses belonging to the Major Programme of study.
- Practical courses such as Workshop practice, Computer Practice, Engineering Graphics, etc.
- Practical heavy courses in which practical hands on is blended with theory.
- Courses with Project Based Learning Approach (PBLA)
- For courses with PBLA, the student has to take up a project reflecting the concept learnt in the course and be innovative. The project can be done by individual student or by a group of students (2 to 4) and should be completed within the semester. There periodical reviews would be conducted and the cumulative marks would be submitted for the End Semester Assessment.

### 5.2.2 Elective Courses

The elective courses are categorized into Professional Electives and Open Electives.

#### a. Professional Electives

- Professional Electives provide knowledge on specialized or advanced courses of the major stream of study to the students. Professional Electives are offered by the School and the Department related to the major programme of study.
- The students should acquire 18 credits as specified in the curriculum for all B.E/B.Tech programs. The electives are categorized into verticals based on various specialization domains from semester 3 onwards.

- Students can select all Professional electives from a selected vertical to specialize themselves in the specific domain or select courses from multiple verticals to satisfy diverse interests.
- Students are guided by the mentors to select courses from select verticals.

**b. Open Electives**

- Open elective courses, can be chosen by any student of any stream at the same degree level.
- It is a course from the other program of the same degree level (B.Tech / B.E.) can only be taken. If the course has a prerequisite, it is the responsibility of the student to complete those prerequisite conditions specified for the course.

**5.2.3 Mandatory Audit Course (MAC)**

- Mandatory Audit Courses like Environmental Science, Constitution of India, Behavioral Science, etc. are noncredit courses offered to all engineering programs of the Institution.
- Each program will prescribe minimum two audit courses to be completed within the first three semesters of study to the student.
- The list of the Mandatory Audit courses would be listed in the curriculum.

**5.2.4 Skill Enhancement Courses (SEC)**

- Skill Enhancement Courses include courses on Soft Skills, Communication Skills, Aptitude, Foreign Languages, Entrepreneurship, etc. Skill Enhancement Courses are included as part of bringing in holistic development among students. Students are made more employable and society ready for the future.
- All students in the fourth semester of B.E./ B.Tech are grouped into categories based on their interest of pursuing placements or higher studies or entrepreneurship. Course categories are employability enhancement, higher studies, entrepreneurship and Value added courses.

- Students choose courses in the respective categories for 3 semesters starting from the fourth semester. The courses offered carries 1 credit each in the 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> semesters.
- Value Added Courses (VAC) for 40 hours can be taken up by students for 1 credit.
- The list of the courses in each category is listed in the curriculum and updated in the department website from time to time.

### 5.2.5 Experiential Learning Courses

- Professional Training / Interdisciplinary Project/ Community Internship Courses during the 4<sup>th</sup> semester vacation, 5<sup>th</sup> semester vacation.
- Project Work

### 5.3 Category Credit Distribution

**Table Category of Courses, their Codes and Distribution of Credits for B.E./ B.Tech Programs**

Type of Courses		Course Category	Code	Range of Credits	Credit Composition (%)
Compulsory Courses	Foundation	Engineering Science	ES	16 – 24	10 - 15
		Basic Science	BS	10 -22	6 - 14
		Humanities & Social Science Including Management	HS	9-12	5 - 8
	Core	Professional Core*	PC	60 – 74	35 - 45
	Project	Project	PROJ	10	6.2
	Professional Training / Interdisciplinary Projects/ Community Internships	Professional Training / Interdisciplinary Projects/ Community Internships	PT/ INT/	5	3
	Skill Enhancement	Soft skills/ VAC/ Communication Skills/ Entrepreneurship	SEC	3	2
Elective Courses		Professional Elective*	PE	18	11
		Open Elective	OE	12-18	7.5
Mandatory Audit Courses		Mandatory	MAC	Non-Credit	--
<b>Total</b>				<b>160-168</b>	

\*Professional core and Elective courses are taught as Theory or Practical heavy courses or using PBLA as per curriculum

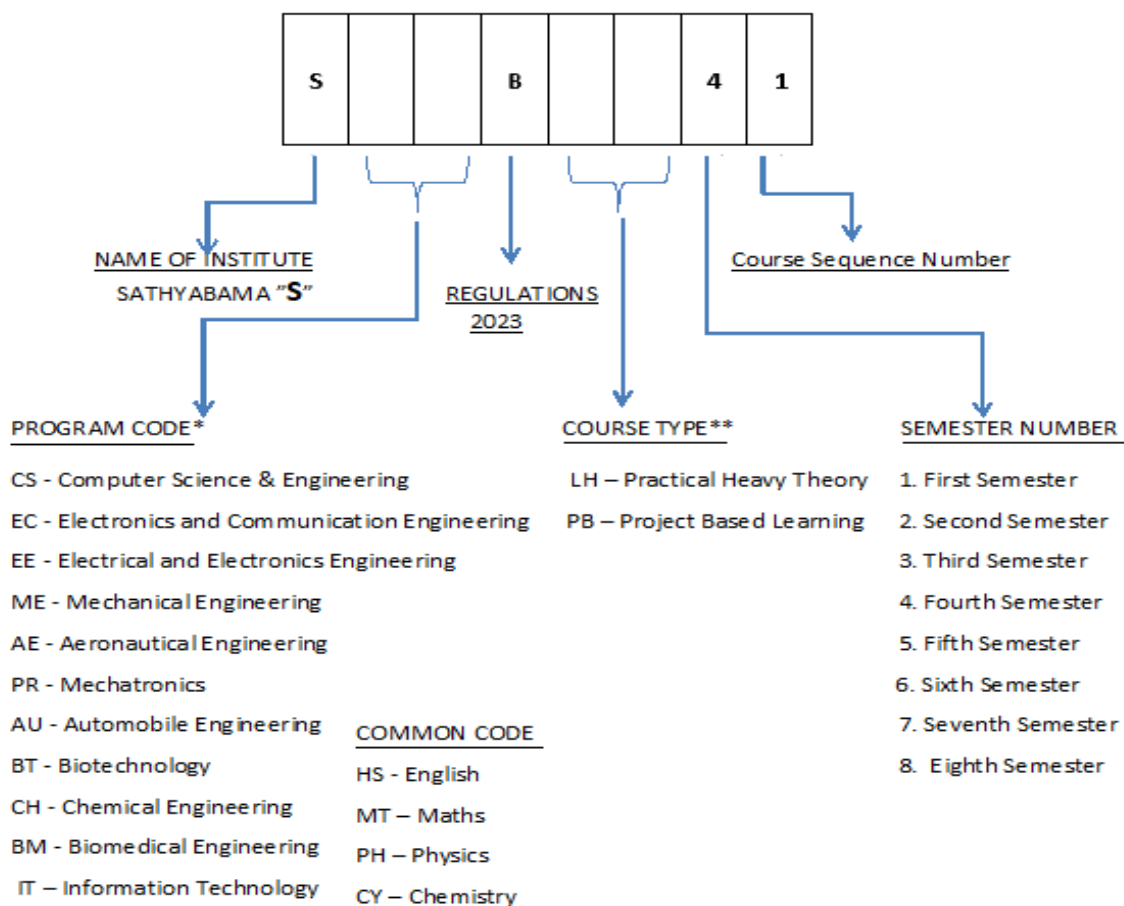
#### 5.4 Course Credit Distribution

Each semester curriculum shall normally have a blend of Theory (T), Practical (P), Tutorial (T) and External Learning (EL) courses. Each course is normally assigned certain number of credits as follows:

Lecture Hours (Theory)	1 credit per lecture hour per week
Practical Hours	1 credit for 2 Practical hours, 2 credits for 3 or 4 hours of practical per week
Interdisciplinary project	3 credits for 9 hours of Work
Project Work phase I	3 credits for 6 hours of project work (Phase - I) per week
Project Work phase II	7 credits for 14 hours of project work (Phase - II) per week
Professional Training/ Community Internship	2 credits for minimum 2 weeks during vacation
Courses with Project Based Learning Approach (PBLA)	1 credit per lecture hour per week
Practical Heavy Courses	2 credits for 2 lecture hours per week and 3 or 4 hours of practical for 2 credits
External Learning	1 credit for 3 credits hours per week which includes blended learning. 1 or 2 hours per week will not have credits.
Tutorial	1 credit for 2 hours per week. 1 hour per week will not have credits

- All Engineering courses having 3 credits may have 4 lecture hours of which one hour will be dedicated for tutorial or practical which will not be accounted as credit.
- All Mandatory Audit Courses will have 1 lecture hour per week and 3 hours of Self Learning content shared in LMS.
- All Skill Enhancement Courses would be delivered for a minimum of 2 weeks or minimum 50 hours per semester; but would be considered for 1 credit.
- Parts of Certain courses are also delivered through synchronous and asynchronous mode of online learning.

## 5.5 Course Code Format



\*Numerical codes are used for all courses with Practical or Project component.

Eg. "CS" is "11", IT is "12", etc.

\*\*Four-digit numerical sequence is given for theory and practical courses

## 5.6 Medium of Instruction

English is the medium of instruction, examinations and project report will be in English Language throughout the Programme.

## 5.7 Credit Requirement

- For the award of the degree, a student has to earn the total number of credits as specified in the curriculum of the relevant branch of study.

- The credits accrued by student are updated in the Academic Bank of Credits. The student would be able to access it through his/her account.

## 6. Duration of the Programme:

Any student who joins the B.E./B.Tech program is expected to complete the B.E/B.Tech. degree in 8 semesters but in any case not more than 12 consecutive semesters (including break of study) from the time of commencement of the program (not more than 10 semesters (including break of study) for those who join in 3rd semester under Lateral entry system).

### Regular Entry

- Minimum duration for B.E/ B.Tech programmes : 4 academic years
- Maximum duration for B.E./ B.Tech Programmes : 6 academic years
- Minimum duration for M.E/ M.Tech programmes : 2 academic years
- Maximum duration for M.E./ M.Tech Programmes : 4 academic years

### Lateral Entry

- Minimum duration for B.E/ B.Tech programmes : 3 academic years
- Maximum duration for B.E./ B.Tech Programmes : 5 academic years

## 7 Attendance regulations:

- Students are expected to be in the campus between 9.00 a.m. to 3.15 p.m.
- Attendance will be taken for every academic session.
- Attending both the Continuous Assessment Examinations is compulsory. However, if incase the student is absent for one or two CAEs due to any emergencies like medical, would be permitted for a Re-examination after submission of proper proofs of absenteeism. The same has to be forwarded by HoD and approved by the Dean (Student Affairs). The re-examination is conducted in the last instructional week of the semester.
- Permission letter for leave on medical grounds for more than two days has to be updated in the ERP by the parents/ student.
- Student who avails on duty has to take prior permission from the Head of the Department and the necessary documents of attendance have to be submitted to mentor/ counselor after attending the event. Students shall avail a maximum of six days **ON DUTY** for extracurricular and co-curricular activities in a semester. Proof of attendance should be submitted in the form of attendance certificate/ certificate of appreciation/ certificate of participation from the event.

- Students who avail ON DUTY for internships would submit a prior permission with proof of internship offer/ dates of internship. The application of ON DUTY would be approved by the Head of the Department, Dean of the School and the Dean (Student Affairs).

## **8. Course Registration and pre-requisite verification**

### **8.1 Course Registration**

- Each student has to register for the courses for the next semester at the end of the current semester. After registering for the course the student should satisfy the attendance requirement as specified in section 22.2

### **8.2 Arrear Course Registrations**

- In the first attempt of writing the End Semester Examination of a course if a student fails (acquires RA or AAA in the results), he/she can retain the existing Internal Marks acquired from Continuous Assessment Examinations.
- The student proceeds to write End Semester Examinations as and when they are conducted in the subsequent semester / academic year by paying the appropriate registration fees.
- The student has to rewrite the ESE until he secures a minimum "C" grade in the given course. There is no restriction on the number of attempts taken to clear the course.

### **8.3 Pre-requisite Verification**

- A recommended prerequisite is a course that is required to be completed before the enrolment of a desired course.
- The Course Coordinator/Department verifies and approves the results of pre-requisite course post the release of End Semester Examination results of the previous semester.
- If the student has acquired "RA" grade or "AAA" grade, the student can still progress with the selected course and applies for prerequisite override if he/she satisfies any one of the following
  - i. If the attendance percentage of the prerequisite course taken was above 80%
  - ii. If the student has secured more than 50% in the Continuous Assessment Examinations of the prerequisite course.
  - iii. If the student secured an online certification in a similar or related course through NPTEL or any one of the MOOC courses.

- iv. The students who have not satisfied any of the previous override criteria or who have a valid medical reason of absenteeism should undergo a crash course of 30 hours conducted by the Department.

## 9. Course Monitoring

- All teachers teaching a Course are called the Course Teacher.
- Each theory course offered to more than one class or branch or group of branches, shall have a "Course Committee" with all teachers who teach the course.
- The "Course Coordinator" will head the course committee and is nominated by the school Dean in consultation with respective Head of the Department. The course coordinator will be normally senior faculty, who is one among the teachers teaching the course.
- The Course Committee shall meet in frequent intervals and ensure a common teaching methodology is followed for the course.
- The study materials as PDF/ PPT/ web resources/ Video links are prepared by the faculty members and communicated to the students through Learning Management System (LMS).
- The involvement of students in course based projects, quiz and assignments through LMS.
- Common question paper/ question bank prepared for Continuous Assessment Examinations/ End Semester Examinations with appropriate scrutiny is approved by the Program Assessment Committee (PAC) of the Department.
- Common scheme of evaluation for uniform evaluation of continuous assessments answer sheets.
- A detailed description of the teaching pedagogy and delivery procedure is devised in the Course Plan forwarded by Head of the Department and Approved by Dean Academics.
- Every student would be assigned a faculty mentor, to facilitate him/her learning process during the period of graduation.
- The Head of the Department shall ensure that every teacher imparts instruction as per the number of hours specified in the syllabus and that the teacher teaches the full content of the specified syllabus for the course being taught.

- The Course coordinator is responsible for evaluating the performance of the students in the Continuous Assessment Examinations and End Semester Examinations and analyzes them to find suitable methodologies for improvement in the performance. The analysis reports and Course Outcomes (COs) are submitted to the HoD and Dean of the School for suitable action.
- Appropriate changes in the teaching pedagogy are devised in the course plan based on the analysis of the outcomes of the previous batches, also the Course Coordinator suggests for a Course content update to the Head of the Department.
- The Head of the Department completes the PO attainment, PSO attainment for a complete batch and prepares analysis report for the same. Remedial measures are taken based on these reports. A copy of the report is submitted for the Department Advisory Committee (DAC) for review and the same is also submitted to IQAC.

#### 10 Choice Based Credit System:

- Students are allowed to accumulate credits through the **Choice Based Credit System (CBCS)**. The students are given the flexibility to choose and undergo courses of his/her interest from any domain through this option of study. CBCS will allow students to choose intra- disciplinary, inter-disciplinary courses even from other disciplines according to their learning needs, interests, aptitude and provide more flexibility for students in learning.
- The total credits accrued over the period of study should minimum be within the total credit requirement of the Course. Choice Based Credit System is offered to students from Semester 3 to Semester 8. All courses from Semester 1 and Semester 2 are deemed to be mandatory.
- Each semester of study will have a combination of core courses (mandatory courses) and electives (Professional Elective course and Open Elective). The student can take up CBCS courses in place of electives based on the completion of pre-requisite courses. The credits, co-requisites, pre- requisites, etc., for the particular CBCS course are stated in the curriculum. The students select the course and teacher as per their interest in the online portal of the Institution.
- Students can accrue a maximum of 6 credits for Professional Electives through SWAYAM NPTEL/ MOOC courses. The credit transfer policy is stated in the regulations in section 13.

## 11 Experiential Learning

The students are facilitated with Experiential Learning through courses like Professional Training / Community Internships/ Interdisciplinary Projects made mandatory for the completion of Program. These are practices that would equip students with practical understanding of the concepts learnt, apply concepts to create products, understand industry work ethics and develop professional skills.

**11.1. Professional Training (PT)** - The students are encouraged to take up internships / professional training through the AICTE internship portal. The respective departments also facilitate Professional Training through MoUs with Industries, collaborating Institutes, and Research Centers. Internships are also facilitated through the Placement Department of the Institution with partnering organizations. Proctored Certification Training undertaken by students are also encouraged as Professional Training. Students undertake these training for minimum 2 weeks during the vacation after fourth and fifth semester.

**11.2. Community Internships** - Students are encouraged to take up Community Internships in their third year of graduation for duration of minimum 2 weeks. The Community Internships can be on any long term goal as specified by the AICTE Rural Internship Programme and CDIO version 3. Community Internships is also facilitated to the UBA villages through the Social Outreach Coordinator. The list is only suggestive and the internship activity is not restricted only to the below.

- Prepare and implement plan to create local job opportunities.
- Prepare and implement plan to improve education quality in village.
- Prepare an actionable Detailed Project Report (DPR) for doubling the village Income.
- Developing Sustainable Water Management system.
- Prepare and improve a plan to enhance health parameters of villagers.
- Developing and implementing of Low-Cost Sanitation facilities.
- Prepare and implement plan to promote Local Tourism through Innovative Approaches.
- Implement/Develop Technology solutions which will improve quality of life.
- Prepare and implement solution for energy conservation.
- Prepare and implement plan to develop skills of village youth and provide employment.
- Develop localized techniques for reduction in construction Cost.

- Prepare and implement plan of sustainable growth of village.
- Setting of Information imparting club for women leading to contribution in social and economic issues.
- Developing and managing efficient garbage disposable system.
- Contribution to any national level initiative of Government of India. For e.g. Digital India/ Skill India/ Swachh Bharat Internship etc.

**11.3. Interdisciplinary Projects** – Students should identify solutions/ prototypes/ proof of concepts for societal problems. Interdisciplinary projects can be done by inter- department group of students under a faculty mentor(s) (the team strength can be 2 or 3).

Students can submit their work done for Government sponsored consultancy projects, sponsored research projects carried out under faculty mentors as interdisciplinary projects or professional training.

#### **11.4 Exemption criteria for Professional Training**

The students who represent the Institution in International Level Hackathons/ Buildathons/ Consortiums\* or who win National Level Hackathons/ Buildathons/ Consortiums\* can be exempted from pursuing Professional Training I (2 credits from semester 5). The student can submit a report of the idea/ prototype presented in the event as the internship report. Student has to submit a separate application form for Professional Training Exemption.

\*The suggested list of events/competitions would be available in the Department website from time to time.

#### **11.5 Project**

- Project work has to be done by each student in the final year. The project work has been divided into two phases (Phase - I and II). Project Phase – I has to be done in the pre-final semester and Phase - II during the final semester.
- Project work can be done by individual student or as group of two or three members.
- All students/teams would be allotted with an internal guide and the guides would provide technical support and advice for the completion of the project.
- The student has to select a title in consultation with the internal guide and would continue work in the same title for both the phases of the project.

**12. Weightage for Overall Development**

Students are encouraged to enroll themselves in any of the student clubs functioning under the Student Development Cell or become members of Professional Societies or enroll themselves in NCC/ NSS/ YRC/ Sports Activities/ outreach activities/ Institution representative teams, etc. The training and participation in the above are considered as part of the co-curricular / extra-curricular activity of the student.

The students who satisfy the below mentioned criteria in co-curricular/extra-curricular activities would submit the proofs of the same to the Head of the Department for scrutiny and approval by the end of Seventh semester. Following the approval from Head of the Department the same is forwarded to CoE for inclusion in grade sheet. The Contribution and the Performance of the candidate, will be Printed in the Final Semester Grade sheet and Consolidate Grade Sheet under the Category “NON CREDIT COURSES” indicated as SATISFACTORY or NOT SATISFACTORY. “SATISFACTORY” graded activities alone will be reflected in the grade sheet.

- Clubs and technical chapters - participate atleast 8 events / organize 4 events
- National Service Scheme (NSS) – minimum 2 NIC Camps or 5 parades or NSS badge
- National Cadet Corps (NCC) – minimum “A” Certificate in NCC Exams or atleast 120 hours of service
- Sport Activities/ Institution representative teams – minimum 5 event participation

**13. Credit Transfer through NPTEL/ SWAYAM MOOC courses**

Students can opt for credit transfer through NPTEL /SWAYAM/ MOOC courses in place of professional electives.

- Student can opt for multiple NPTEL/MOOC/ SWAYAM courses out of which the maximum transferable credits for various categories is given below.

Sno	Course Category	Credit Transfer Limit
1	Professional Electives	6 Credits
2	Skill Enhancement Courses	3 Credits
3	Additional Credits	5 credits
4	Mandatory Audit Courses	NIL

- The Marks and grades obtained would be updated as it is without any moderation.
- If the marks obtained are in fraction, it will be rounded off to next higher number.
- Credits accumulated through NPTEL/ MOOC / SWAYAM Core can be credit transferred only for the above listed courses. Core courses will not be considered for NPTEL/MOOC substitution or credit transfer.
- Application for credit transfer from NPTEL/SWAYAM MOOC courses is given in annexure 3.

#### **14. Opportunity to Gain Exposure outside the Institution**

Students are provided the opportunity to gain international learning experience and exposure outside the Institution through Semester Abroad Programmes/Student Exchange Programmes/ Internship Programmes / Twinning Programmes and Dual Degree Programmes. The “Centre for Academic Partnership and International Relations” facilitates these Programmes.

##### **14.1 Semester Abroad Programmes (SAP) / Semester Internship Programmes (SIP)**

- Any student who has completed at least two semesters with a minimum CGPA of 6 is eligible to apply for SAP or Internship Programmes.
- The students have the option of spending three to six months in the partnering institution through this programme.
- Applications should be submitted by the students to the Centre for Academic Partnership and International Relations in the required format, with complete details of the university, courses, and equivalence details, which is approved by the Dean of the respective School.
- The equivalence of courses between Sathyabama and the host institution in the foreign country should be established beforehand of the tenure of semester exchange done by the student.
- The Centre for Academic Partnership and International Relations will coordinate with the host university and support the students right from the registration process until the receipt of transcripts from the host university.
- The rules and regulations for the SAP/SIP, the application form, and credit transfer forms are given in Annexure 4.

#### 14.2 Twinning programme/ Dual Degree

- A student who is interested to pursue Twinning Programme / Dual Degree Programme must register for a degree programme of Sathyabama Institute of Science and Technology through the regular admission process of Sathyabama. The student must register with the Centre for Academic Partnership and International Relations (CAPIR) for the Twinning Programme/Dual Degree Programme in the second year.
- A student who has no standing arrears at the end of the second year can choose to undergo a Twinning Programme or a Dual Degree Programme with Foreign Institution that is approved by the BoM of Sathyabama Institute of Science and Technology.
- The students can opt for a Twinning or dual degree programme at the end of the second year of study.
- Dean (Academics) would approve the course mapping forwarded by the Head of the Department before the student opts for the Twinning programme or Dual Degree Programme.
- All rules and regulations and a list of all documents to be submitted for processing a twinning or dual degree programme are given in the annexure 5.
- The mode of study (SU3+FU1+FU1 or SU2+FU2, SU4+FU1)\* would be solely based on the agreement signed with the foreign institution.

\*SU – Sathyabama Institute of Science and Technology

\*FU – Foreign University

#### 14.3 Transfer of Credits from other academic institutions

- i. Sathyabama will accept transfer of credits earned by a student from any of the following institutions
  - Any Indian or Foreign University/Academic Institution/ Research Institution that has signed an MoU with Sathyabama Institute of Science and Technology
  - Any Indian University recognized under Section 2(F) of the UGC act or member of the Association of Indian Universities or Institutions of

National Importance which are established or declared by the Act of Parliament.

- ii. The equivalence/ relevance of the courses shall be decided by the Committee of members comprising the Head of the Department, Dean of the School, Dean Academics, Controller of Examinations.
- iii. The credit transfer is applicable for the credits accrued by the student from the foreign/Indian institution.

## 15. Entrepreneurship

Following the directions from UGC/AICTE students who are inclined towards entrepreneurship would be given opportunity to build their own startups. The institution through its Technology Business Incubator and Innovation cell fosters student ideas and helps convert them into successful startups.

- Students should register the choice for entrepreneurship by the end of the fourth semester
- Students who satisfy the milestones as listed in the evaluation rubrics can be provided with 15 credits allotted for Professional Training I/II, Capstone project Phase I and Phase II. Grades are given based on company registration, DPIIT number, Market Presence, etc.
- The credits for the completion of each milestone of Entrepreneurship is mapped with PTI, PTII, Project Phase I, Project Phase II.
- Non completion of the given timelines would lead to a “RA” grade for Project or PT1 or PT2 or Project phase I or Phase II by the student. It would be deemed as an arrear to be completed in the forthcoming semesters.
- If incase a student drops the entrepreneurship elective any time after the fifth semester; the student can still proceed with the regular stream of Experiential Learning courses.
- A guideline structure with reference to AICTE model curriculum is given in annexure 2. The Evaluation Committee would update the structure from time to time.

## 16. Additional Credits

Students (advanced learners) can accrue a maximum of 5 additional credits apart from the prescribed limit of credits mentioned in the curriculum through publication / SWAYAM courses/ Value Added Courses. This would be represented as additional credits other than the prescribed limit as specified in the curriculum and would not be included in the CGPA calculation.

- Any passionate and proactive student who completes more NPTEL courses than the prescribed elective / Skill development Course requirement can submit proofs through the credit transfer form (annexure 3) for inclusion in the Grade sheet as additional credits.
- Any student who has an extreme passion for research and has published a research publication in a highly refereed journal/ UGC care journal/ Scopus journals/ Web of Science during his graduation period (apart from the publication during project) will be provided additional credits. The total credits for publications would be decided by the Research Committee of the Institution. The Research Committee would release the approved list of journals and credit weightages from time to time in the University website.
- Students may accrue additional credits through completing Value Added Courses. If a student has opted for VAC in place of Skill Enhancement Courses, then additional credits would be considered after deducting 3 minimum credits for Skill Enhancement.

## 17. Minor Degree

- A minor degree is an additional credential a student may earn, if he/she does additional learning (includes MOOCs) for 18 credits in a discipline other than his/her major discipline.
- A Minor degree is advantageous to those who wish to augment their major discipline with other courses. It can add value to their academic background for higher studies, allows them to take up interdisciplinary research and provides good placement opportunities in the industry.
- Student from ANY department is ELIGIBLE to apply for Minor from ANY OTHER DEPARTMENT of the same level (B.E/B/Tech)
- Student can select minimum one subject per semester from the list of subjects of a program of which he or she want to peruse minor degree.

- Students with **>7.5 CGPA** at the end of 4<sup>th</sup> semester are only eligible / would be given preference to slide for minor degrees.
- The student can take up minor degree from the 5<sup>th</sup> semester of his major discipline.
- The minimum number of students to float a minor program by a department is 20. Individual programs may have different maximum limit as per their facilities.
- Separate CGPA would be calculated for grading the students in minor
- On successful accumulation of these additional credits, at the time of graduation, it shall be mentioned in the degree certificate as "Bachelor of Engineering in XXX Engineering / Technology, with Minor in YYY Engineering / Technology". For example: The nomenclature of the degree would be "B.E in Computer Science and Engineering with minor in Electrical Engineering"
- Any student who wishes to Claim for a Minor program would do the same using the application in annexure 6.
- All semester completion requirements are the same as regular degree.

#### 18. Honors Degree

- Students with good academic record, having CGPA>8.5 and is passionate in pursuing research would complete the Honors degree in the major program of study.
- Students can do so by completing 4 to 6 additional courses for 18 credits from the list of honors electives of the major discipline of study.
- These 18 credits have to be accrued over and above the specified mandatory limit of credits for the major program of study.
- A maximum of 6 credits can be accrued through domain specific NPTEL/ SWAYAM/ MOOC courses as listed by the department.
- Students with **>8.5 CGPA** at the end of 4<sup>th</sup> semester are only eligible for honors degrees.
- All semester completion requirements are the same as regular degree.

#### 19. Two Academics Programmes / Dual Degree Programme

In line with the UGC circular dated 10<sup>th</sup> January 2023, any student can pursue two academic programmes simultaneously in the Institution with the approval from Dean, Student Affairs. A student who registers for a program in physical mode is eligible to pursue any online Degree

Programme at the same Level (UG) inside the institution. The student should satisfy all course completion requirements and degree awarding requirements of both programs to gain degrees.

## **20 Examinations and Assessment**

### **20.1 Assessments**

#### **a. Continuous Assessment Examinations**

Continuous evaluation system is strengthened with 50-50 percentage weightage system in place for internal and external examinations. Two Assessment Examinations will be conducted as per the academic calendar posted in our institution website. Internal mark for every course is assigned based on the performance in Continuous Assessment Examinations and assignments submitted.

#### **i. Theory Courses**

- There will be a minimum of two Continuous Assessment Examinations, for each theory course. Each assessment exam will be conducted for a maximum of 50 Marks. The total marks secured in the two assessment exams out of 100, will be converted to 40 Marks. The assignment submitted by the candidate in a course in a semester will carry a weightage of 10 Marks, which will be added to the continuous assessment marks for each course. All External Learning activity is assessed through assignments.
- The continuous assessment marks obtained by the candidate in the first appearance shall be retained, considered and valid for all subsequent attempts, till the candidate secures a pass.

#### **ii. Practical Courses**

- The student would be continuously monitored and his Continuous Sessionwise Assessment would carry 30 marks. Model practical Examination would be conducted for 50 marks and would be converted to 20 marks.
- If a student has performed poorly, then the student will have to get permission from the Practical course incharge and year coordinator to do the experiments, so that he/she meets all the requirements for the course and thereby allowed to appear for model and end semester exams.

- Attendance for Model Practical Examination is compulsory.
- The attendance requirement and procedures are detailed in section 22.2.

**b. End Semester Examinations**

- The End Semester examinations shall normally be conducted after academic schedule for both theory and practical courses of all programmes.
- End semester examinations will be conducted for a maximum of 100 marks. The marks secured in end semester exams will be converted to 50marks.
- End semester practical exams will be conducted for a maximum of 50 marks.
- Attendance requirements are as specified in section 22.2.
- Revaluation can be applied by the student on necessity in our website after the announcement of the results.

**c. Professional Training**

- After completion of the Professional Training or Internship or Project the student should prepare a comprehensive report about the learning/training during the period of tenure. The final report will be a part of the evaluation process for the internship/ PT/ Project.
- A report on Training undergone by the student, duly attested by the Coordinator concerned from the industry / Organization, in which the student has undergone training and the Head of the Department concerned, shall be submitted after the completion of training. The evaluation of report and viva voce examination can be conducted as per the norms for the End Semester examination. The report would be evaluated based on the following
  - Originality
  - Purposeful writing
  - Organization, format, ethics
  - Knowledge of the training findings / project completed / concepts learnt.

The students would be evaluated by the Faculty Mentor / Coordinator through periodical communication, presentations and viva-voce. The guideline evaluation rubrics is given in annexure 7

The evaluation of training will be made by a three-member committee constituted by Head of the Department in consultation with Batch/Year Coordinator and respective Training Coordinator. A presentation should be made by the student before the Committee, based on the Industrial Training or Professional Enrichment undergone.

**d. Final Year Project Work**

- The project review would be conducted by a review committee where the student/ team shall make a presentation on the progress made, before the committee. The Head of the department shall constitute the review committee for each branch in consultation with School Dean, approved by CoE. The members of the review committee will evaluate the progress of the project and award marks.
- The guides would evaluate the student/teams based on their performance and follow up.
- The total marks obtained in the three reviews, rounded to the nearest integer is the continuous assessment marks out of 50. There shall be a final viva-voce examination at the end of final semester conducted by one internal examiner, one external examiner and the supervisor concerned.
- A student is expected to attend all the project reviews conducted by the institution on the scheduled dates. It is mandatory for every student to attend the reviews, even if they are working on a project in an industry, which is outside Chennai city. If a student does not attend any of the project reviews, he / she shall not be allowed for the successive reviews and thereby not allowed to appear for the final viva voce.
- The rubrics for project evaluation and the project guidelines is given in annexure 7.
- The candidate is expected to submit the project report as per the guidelines of the institution on or before the last day of submission. If a candidate fails to submit the project report on or before the specified deadline, he/she can be granted an extension of time up to a maximum limit of 5 days for the submission of project work, by the Head of the Department.
- If he/she fails to submit the project report, even beyond the extended time, then he/she is deemed to have failed in the project work and shall register for

the same in the subsequent semester and re-do the project after obtaining permission from the HoD and School Dean.

## 20.2 Assessment Weightages

There will be a Continuous Assessment Examination and End Semester Examination for courses of all programmes.

### (i) Theory courses

Continuous Assessment : 50 Marks

End Semester Exams : 50 Marks

### (ii) Practical courses

Continuous Assessment : 50 Marks

End Semester Exams : 50 Marks

### (iii) Theory + Practical courses

Continuous Assessment (Theory) : 50 Marks

End Semester Exams (Practical) : 50 Marks

### (iv) Theory with Project

Continuous Assessment (Theory) : 50Marks

End Semester Exams (Project Report Submission) : 50Marks

## ASSESSMENT COMPONENTS

Sno	Course Type	Internal Assessment Components					Internal Marks	External Assessment Component			External Marks	Total Marks
		Test Marks	Assignment	Continuous Assessment	Model Practical Examination	Reviews		End Semester Examination	End Semester Practical Examination	Review & project Report		
1	Theory	40	10				50	50			50	100
2	Practical			30	20		50		50		50	100
3	Practical Heavy course	40	10				50		50		50	100
4	Theory with PBLA	40	10				50			50	50	100
5	Professional Training I									100	100	100
6	PT II/ Community Internship/ Interdisciplinary Project									100	100	100
7	Mandatory Audit course	50					50					50
8	Skill Enhancement Course							100			100	100
9	Project Phase 1					50	50			50	50	100
10	Project Phase 2					50	50			50	50	100

### 20.3 Evaluation Scheme

The assessment processes are designed to assess the attainment of Course Outcomes defined for each course. The evaluation scheme of the institution is as follows:

Course Type	Assessment Type	Marks	Course Outcomes – Weightage in Marks						Total	Internal / External	Accounted Marks
			CO1	CO2	CO3	CO4	CO5	CO6			
Theory	CAE1	50	32/20	18/30	-	-	-	-	200	Internal	50
	CAE2	50	-	-	32/20	18/30	-	-			
	Assignment	100	10	10	10	10	30	30			
	End Semester Exam	100	20	20	20	20	18/2	2/18	100	External	50
Practical	Continuous Assessment	30	5	5	5	5	5	5	50	Internal	50
	Model Practical	20	3	3	3	3	4	4			
	End Semester Practical	50	8	8	8	8	9	9	50	External	50
Project Phase I & II	Internal Reviews	50	5	10	15	20			50	Internal	50
	External Reviews	50	-	-	-	-	25	25	50	External	50
Practical Heavy Course	CAE1	50	32/20	18/30	-	-	-	-	200	Internal	50
	CAE2	50	-	-	32/20	18/30	-	-			
	Assignment	100	10	10	10	10	30	30			
	Continuous Assessment	50	9	9	8	8	8	8	100	External	50
	End Semester Practical	50	8	8	8	8	9	9			
Theory with PBLA	CAE1	50	32/20	18/30	-	-	-	-	200	Internal	50
	CAE2	50	-	-	32/20	18/30	-	-			
	Assignment	100	10	10	10	10	30	30			
	Review Report	50	5	5	10	10	10	10	50	External	50
PTI/PTII/ Internship/ Interdisciplinary Project	External Reviews	100	5	10	15	20	25	25	100	External	100

## 21. Examinations

### 21.1. Re-Examination

Re-examination requests shall be considered only for the Continuous Assessment Examinations in the last instructional week of the semester following policy detailed in section 10.1.

## **21.2 Revaluation**

A candidate can apply for revaluation of his/her End semester examination answer paper in a theory course, immediately after the declaration of results, on payment of a prescribed fee through the ERP. The Controller of Examinations will arrange for the revaluation and the result will be intimated to the candidate through website. Revaluation is not permitted for practical courses and for project work.

## **21.3 Scribe for Examination**

- Divyangjan students or students with temporary physical disability or injury due to accident or illness can apply for a scribe (writer) with proof of disability as a medical certificate obtained from a Registered Medical Officer. The student shall be assigned a scribe by CoE to such student. The application for the scribe should be submitted in the CoE office well in advance or at least 2 days before the examination, to make necessary arrangements (Scriber, Separate Examination Hall etc.). The scribe assigned shall neither be a student nor a degree holder of any technical programme having similar competency.
- Divyangjan students/ students with reading or writing disability, who can write at a slower speed as compared to a normal student would be allowed an extra time of 30 minutes to write the examination for each course. The proof of disability and application of extra time has to be submitted to the CoE office well in advance or 3 days before the start of the examination.

## **21.4 Academic Malpractice**

Academic malpractice would be strictly prohibited and any student who is found indulging in such activity would be penalized as per the recommendations of the Malpractice Committee constituted by the CoE with the approval of the Head of the Institution. The Committee would inquire and decide on the action based on the norms and policy listed in the Examination Manual.

## **22. Requirements for Completion of a Course**

### **22.1. Passing Requirements**

- A candidate should secure not less than 50% of total marks prescribed for the courses, subject to securing a minimum of 30% marks out of maximum mark in End Semester Examinations to be declared as PASS in the examination.
- 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. It is mandatory that he/she should continue to register and reappear for the examination till he/she secures a pass.
- A candidate who has fulfilled the following conditions shall be deemed to have satisfied the requirement for completion of a semester.

## **22.2 Attendance Requirement**

- Every student is expected to maintain 100% attendance for all courses during the graduation period. However, a minimum of 80% attendance in the course is considered requisite for attending the End Semester Examinations.
- The student may be permitted to appear End Semester Examination if he/she secures attendance between 60% to 80% in the current course of the semester due to the following reasons.
  - i. Any unavoidable reasons like medical emergency
  - ii. Participation in any event/ competition representing the institution
- The student would be allowed to attend the End Semester Examination after producing appropriate proofs of absenteeism. The proofs have to be forwarded by the Head of the Department and approved by Dean (Student Affairs).
- Candidates who do not have the requisite attendance for the course in the current semester will not be permitted to write the course in the End Semester Examinations.
- If incase a student does not satisfy the minimum attendance requirement and has not taken the CAE examinations due to any unavoidable reasons as approved by the Dean (Student Affairs), he/she should undergo a crash course of 30 hours conducted by the Department for all the courses. It is mandatory for the student to maintain 80% attendance in the crash course.

## **22.3 Course Completion Criteria for Mandatory Audit Course (MAC)**

- The assessment of the course is completely based on internal assessment through assignments.
- A student with minimum 80% attendance and 50% marks in assignments conducted through the LMS would be awarded as “PASS” in the course. There is no End Semester Examination and no credits for the audit courses.
- The course completion criteria would be verified by the Course coordinator 10 days before the end of the current semester and the students who do not qualify would be facilitated for course completion in the last working week of the semester.
- The students who do not appear for the assignments due to any unavoidable reasons/ medical reasons would be provided one additional chance to take up the assignments and complete the course.
- Students who do not satisfy the minimum requirement of attendance should attend supplementary sessions and maintain an attendance of 80% during the supplementary sessions.

### **23. Promotion to next Semester**

- All students who are admitted in the programs are permitted to continue the next semester or year of their program irrespective of their academic performance and grades.
- The decision of permitting for semester break or break of study mechanism is not based on academic performance.
- The student is declared deemed to have completed the semester if he/she satisfies the attendance requirement as given in section 22.2.
- The student fails to fulfill the above conditions will not be permitted to move to the higher semester, and shall rejoin the programme in the next academic year in the same semester after fulfilling all the requirements as per the regulations.
- A student who rejoins the programme after the temporary break shall be governed only by the rules, regulations, course of study and syllabi in force, at the time of rejoining the course.

### **24. Award of Degree**

All assessments of a course will be done on absolute marks basis. However, for the purpose of reporting the performance of a candidate, letter grades, each carrying certain number of points, will be

awarded as per the range of total marks (out of 100) obtained by the candidate in each course as detailed below:

### RANGE OF MARKS FOR GRADES

Range of Marks	Grade	Grade Points (GP)
90-100	A++	10
80-89	A+	9
70-79	B++	8
60-69	B+	7
50-59	C	6
00-49 (Reappear)	RA	0
ABSENT	AAA	0
Withdrawal	W	0
Authorized Break of Study	ABS	0

### CUMULATIVE GRADE POINT AVERAGE CALCULATION

The GPA & CGPA calculation on a 10 scale basis is used to describe the overall performance of a student in all courses from first semester to the last semester. RA (Reappear), AAA, W and ABS will be excluded for calculating GPA and CGPA.

$$GPA = \frac{\sum_{i=1}^n C_i GP_i}{\sum_{i=1}^n C_i} \quad CGPA = \frac{\sum_{i=1}^n C_i GP_i}{\sum_{i=1}^n C_i}$$

Where  $C_i$  - The Credits assigned to the course

$GP_i$  - The point corresponding to the grade obtained for each course

$n$  - Number of all courses successfully cleared during the particular semester in the case of GPA and during all the semesters in the case of CGPA

### Final Degree is awarded based on the following

Final Degree is awarded based on the following	
$CGPA \geq 9.00$	First Class with Exemplary
$7.50 \geq CGPA < 9.00$	First Class with Distinction
$6.00 \geq CGPA < 7.50$	First Class
$5.00 \geq CGPA < 6.00$	Second Class

**Minimum requirements award of Degree:** for A student should have obtained a minimum of 5.0 CGPA.

## 25 Grade Sheet

After revaluation results are declared in each semester, Grade Sheets will be issued to each student. At the end of programme a consolidated grade sheet also will be issued to each student. The grade sheet and consolidated grade sheet will contain the following details:

- Name of the candidate with Date of Birth and photograph.
- The programme and degree in which the candidate has studied
- The list of courses enrolled during the semester, marks and the grade secured
- The Grade Point Average (GPA) for the semester.

All credits and grades would be updated in the Academic Bank of Credits after the publication of final results.

## 26 Eligibility for the Award of Degree

A student shall be declared to be eligible for the award of the B.E/B.Tech. degree, provided the student has successfully completed all the requirements of the programme, and has passed all the prescribed examinations in all the 8 semesters within the maximum period specified in clause 5.

- i) Successfully gained the required number of total credits as specified in the curriculum corresponding to his/her programme within the stipulated time.
- ii) Successfully completed the programme requirements and has passed all the courses prescribed in all the semesters within a maximum period of 6 years (5 Years for Lateral Entry Candidates) reckoned from the commencement of the first semester to which the candidate was admitted.
- iii) Successfully completed any additional courses prescribed by the Institution.
- iv) No disciplinary action pending against the student.
- v) The award of Degree must have been approved by the Board of Management of the Institution.

## 27 Classification of Degree Awarded

1. A candidate who qualifies for the award of the Degree having passed the examination in all the courses of all the 8 semesters in his/her first appearance within a maximum of 8 consecutive semesters (maximum of 6 semesters for Lateral entry students who join

- the course in the third semester) securing a overall CGPA of not less than 9.0 (Calculated from 1st semester) shall be declared to have passed the examination in **First Class - EXEMPLARY**. Authorized Break of Study vide clause 20, will be considered as an Appearance for Examinations, for award of First Class – Exemplary. Withdrawal from a course shall not be considered as an appearance for deciding the eligibility of a candidate for First Class –Exemplary
2. A candidate who qualifies for the award of the Degree having passed the examination in all the courses of all the 8 semesters in his/her first appearance within a maximum of 8 consecutive semesters (maximum of 6 semesters for Lateral entry students who join the course in the third semester) securing an overall CGPA of not less than 7.5 (Calculated from 1st semester) shall be declared to have passed the examination in **First Class with Distinction**. Authorized Break of Study vide clause 20, will be considered as an Appearance for Examinations, for award of First Class with Distinction. Withdrawal shall not be considered as an appearance for deciding the eligibility of a candidate for First Class with Distinction.
3. A candidate who qualifies for the award of the Degree having passed the examination in all the courses of all the 8 semesters within a maximum period of 8 consecutive semesters (maximum of 6 semesters for Lateral entry students who join the course in the third semester) after his/her commencement of study securing an overall CGPA of not less than 6.0 (Calculated from 1st semester), shall be declared to have passed the examination in **First Class**. Authorized break of study vide clause 20 (if availed of) or prevention from writing End semester examination due to lack of attendance will not be considered as Appearance in Examinations. For award of First class, the extra number of semesters than can be provided (in addition to four years for Normal B.E / B.Tech and 3 years for Lateral Entry) will be equal to the Number of semesters availed for Authorized Break of Study or Lack of Attendance. Withdrawal shall not be considered as an appearance for deciding the eligibility of a candidate for First Class.
4. All other candidates who qualify for the award of the Degree having passed the examination in all the courses of all the 8 semesters within a maximum period of 12 consecutive semesters (10 consecutive semesters for Lateral Entry students, who join the course in the third semester) after his/her commencement of study securing an overall CGPA of not less than 5.0, (Calculated from 1st semester) shall be declared to have passed the examination in **Second Class**.

5. A candidate who is absent in semester examination in a course/project work after having registered for the same, shall be considered to have appeared in that examination for the purpose of classification.
6. All the above norms would be same and would be independently validated for the award of Minors Degree and Honors Degree.

## **28 Course Withdrawal**

- A candidate may, for valid reasons, (medically unfit / unexpected family situations) be granted Permission to withdraw from appearing for the examination in any course or courses in any one of the semester examination during the entire duration of the degree programme.
- Withdrawal application shall be valid only if the candidate is otherwise normally eligible (if he/she satisfies Attendance requirements and should not be involved in Disciplinary issues or Malpractice in Exams) to write the examination and if it is made within FIVE days before the commencement of the examination in that course or courses and also recommended by the through HoD.
- Notwithstanding the requirement of mandatory FIVE days notice, applications for withdrawal for special cases under extraordinary conditions will be considered based on the merit of the case.
- Withdrawal shall not be considered as an appearance for deciding the eligibility of a candidate or First Class–Exemplary, First Class with Distinction and First Class.
- Withdrawal is NOT permitted for arrear examinations of the previous semesters.

## **29 Authorized Break of Study**

This shall be granted by the Institution Management, only once during the full duration of study, for valid reasons for a maximum of one year during the entire period of study of the degree programme.

A candidate is normally not permitted to temporarily break the period of study. However, if a candidate would like to discontinue the programme temporarily in the middle of duration of study for valid reasons (such as accident or hospitalization due to prolonged ill health), he / she shall apply through in advance (Not later than the Reopening day of that semester) through the Head of the Department stating the reasons. He /She should also mention clearly, the Joining date and Semester for Continuation of Studies after completion of break of Study. In such cases, he/she will attend classes

along with the Junior Batches. A student who availed break of study has to rejoin only in the same semester from where he left.

- The authorized break of study will not be counted towards the duration specified for passing all the courses for the purpose of classification only for First Class.
- The total period for completion of the programme shall not exceed more than 12 consecutive semesters from the time of commencement of the course (not more than 10 semesters for those who join 3rd semester under Lateral entry system) irrespective of the period of break of study in order that he/ she may be eligible for the award of the degree.
- If any student is not allowed to appear for Examinations for not satisfying Academic requirements and Disciplinary reasons, (Except due to Lack of Attendance), the period spent in that semester shall NOT be considered as permitted "Break of Study" and is NOT applicable for Authorized Break of Study.
- In extraordinary situations, a candidate may apply for additional break of study not exceeding another one Semester by paying prescribed fee for break of study. Such extended break of study shall be counted for the purpose of classification of First Class Degree.
- If the candidate has not reported back to the department, even after the extended Break of Study, the name of the candidate shall be deleted permanently from the Institution enrollment. Such candidates are not entitled to seek readmission under any circumstances.

### **30 Declaration of Results**

The End Semester Examination results will be declared in institution website and the same is shared with the Head of the Department. In general, the results will be declared within 30 days from the date of last examination.

### **31 Examination Review Committee / Unfair Means Committee**

- The committee shall comprise of Controller of Examinations, Chief Superintendent of examination, Person appointed by the Vice Chancellor (A senior staff member) for the purpose of inquiry. The member of this committee (other than Chief Superintendent) should be changed periodically atleast for every 3 years.

- The student who has committed the mistake should be given chance to present their explanation in written or in oral before the committee.
- If the candidate is not agreeing the mistake even after the substantial evidence, the committee shall conclude the investigation with the information taken from the other witnesses and shall submit the same to the Vice Chancellor. No other person should be entertained to debate on behalf of the student in suspicion or any other external agency. The details of investigation or records need not be shared to any individual or organization except to the Vice Chancellor.
- After investigation, a detailed report shall be submitted to the Vice Chancellor. The final decision should be communicated to the candidate after the committee meeting.

Note: No supplementary examination shall be permitted for those students who are caught in cases of unhealthy/unethical practice.

### **32 Revision of Regulations / Power to Modify**

Sathyabama Institute of Science and Technology (Deemed to be University) may, time to time revise, amend or change the regulations, scheme of examinations and syllabi if found necessary.

Notwithstanding all that has been stated above, the Academic Council is vested with powers to modify any or all of the above regulations from time to time, if required, subject to the approval by the Board of Management.