

# **SATHYABAMA**

**INSTITUTE OF SCIENCE AND TECHNOLOGY**  
(Deemed to be university U/S 3 of UGC Act 1956)



## **ACADEMIC REGULATIONS**

**Choice Based Credit System (CBCS)**

**(Applicable for students admitted from 2015)**

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## I. PREAMBLE

As per the recommendations of UGC, the Sathyabama Institute of Science and Technology has introduced Choice Based Credit System (CBCS) from the academic year 2015-16. Choice based credit system, modified academic curriculum with more emphasis on 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 system that is in place for internal and external examinations respectively.

## II. DEFINITIONS AND NOMENCLATURE

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

Programme : Refers to the Bachelor of Engineering / Technology Stream that a student has chosen for study. Eg. B.E in Mechanical Engineering

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 2015–2019 refers to students belonging to a 4 year Degree programme admitted in 2015 and completing in 2019.

Dean: Refers to the Head of a Group of Departments under which various UG and PG Programmes are offered.

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,

Batch Coordinator / 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

## **Academic Regulations**

Under Choice Based Credit System (CBCS)

(Effective from Academic year 2015- 2016)

### **1. Vision and Mission:**

**1.1 Vision:** We envision being an effective competent source of technical manpower for the current and future industrial requirements

#### **1.2 Mission:**

- Undertaking research and development activities in emerging thrust areas
- Introducing new manpower innovative courses based on the industry & society
- Collaborating with national and international institutes, research and development organizations and industries
- Serving the community at large

### **2. Admission:**

**2.1** Admission to UG courses (especially engineering) is done with counseling after achieving merit ranks in all India entrance examination conducted ever year, NATA certified students for Architecture, NEET shortlisted students for BDS, through selection process by admission team for students interested for other courses. The certificates and merits of the students are meticulously verified and branches are allotted as per their wish-list considering their merit scores.

#### **2.2 Eligibility for Admission:**

##### **(i) Regular Entry**

The Candidate should have qualified in 10 + 2 examination and should have obtained at least 60% marks in the qualifying examination.

##### **(ii) Lateral Entry**

The candidates possessing a Diploma in in the relevant discipline of specialization with minimum 60% marks awarded by the State Boards of Technical Education, India or any other competent authority as accepted by the

**2.3** The candidate has to fulfil all the prescribed admission requirements / norms of the Institute.

**2.4** In all matters relating to admission to the Undergraduate Degree programme, the decision

of the Board of Management of the Institute shall be final.

**2.5** 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 taken against the candidate as decided by the Board of Management.

### **3. Student Discipline:**

Discipline being the foremost priority of the institution, we endeavor decency in behavior of the students in the campus. Any indisciplinary activity is seriously viewed by the disciplinary committee and necessary punitive action will be taken after proper inquiry.

Students are requested to maintain the decorum of a classroom 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.

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 senior 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. Structure of Programme:**

**4.1** Every Programme will have a curriculum with syllabi consisting of theory and practicals such as:

- (i) General Foundation courses comprising English, Mathematics, Basic Sciences and Engineering Sciences.
- (ii) Core courses belonging to the Major Programme of study.

- (iii) Electives offered by the Faculty and the Department related to the Major programme of study.
- (iv) Electives to be chosen from a group of courses offered, which can be chosen by any student of any stream.
- (v) Laboratory courses such as Workshop practice, Computer Practice, Engineering Graphics, etc.
- (vi) Professional Training Courses during the semester vacation.
- (vii) Project Work

**4.2** Each semester curriculum shall normally have a blend of lecture courses not exceeding 6 and practical courses not exceeding 2.

**4.3** Each course is normally assigned certain number of credits as follows:

Lecture Hours (Theory) : 1 credit per lecture hour per week, 1 credit per tutorial hour per week.

Laboratory Hours : 1 credit for 2 Practical hours, 2 credits for 3 or 4 hours of practicals per week.

Project Work : 1 credit for 2 hours of project work per week

Professional Training : 5 credits for minimum of 3 weeks of training during summer Vacations

**4.4** The medium of instruction, examinations and project report will be in English Language throughout the Programme

**4.5** 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.

## **5. Duration of the Programme:**

A student is normally expected to complete the B.E/B.Tech. Programme in 8 semesters but in any case not more than 12 consecutive semesters from the time of commencement of the course (not more than 10 semesters for those who join 3<sup>rd</sup> semester under Lateral entry system).

## **6. Requirements for Completion of a Semester:**

A candidate who has fulfilled the following conditions shall be deemed to have satisfied the requirement for completion of a semester.

**6.1** He/She secures not less than 80%` of overall attendance in that semester.

**6.2** Candidates who do not have the requisite attendance for the semester will not be permitted to write the semester Examinations.

## **7. Elective Courses:**

Every student has the option of choosing four elective courses during the period of study. These electives will be offered in the Prefinal and Final year of study. The student has to select atleast two electives offered by the respective department. The student also has the choice of selecting the other two electives from electives offered by Departments within the faculty in that semester and / or from the electives which can be opted as elective by all undergraduate branches of the Institution

## **8. Course Coordinator for Each Course:**

**8.1** Each theory course offered to more than one class or branch or group of branches, shall have a "Course coordinator" comprising all the teachers teaching the course, with one of the senior staff amongst them normally nominated as course coordinator, by the Dean of the school in consultation with the respective HoD's.

**8.2** The "Course Coordinator" shall meet the teachers handling the course, as often as possible and ensure a Common Teaching Methodology is followed for the course, Study materials are prepared by the staff members and communicated to the students periodically, involving students in course based projects and assignments, common question paper for continuous assessment tests, uniform evaluation of continuous assessments Answer sheets by arriving at a common scheme of evaluation.

**8.3** The Course coordinator is responsible for evaluating the Performance of the students in the Continuous Assessments and End Semester exams and analyse them to find suitable methodologies for improvement in the performance. The analysis should be submitted to the HoD and Dean of the school for suitable action.

**8.4** 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.

## **9. Academics:**

A group of co-related streams of different departments is headed by a Dean of the school and each branch/department is headed by head of the department. The staff members of each department are allotted portfolios such as Year coordinator, class counselor, time-table incharge, placement coordinator etc. Curriculum and syllabus are designed by each department every four years based on feedbacks from alumni, experts from academia and industry. Board of Studies and academic council approves the Curriculum and syllabus.

Flexible subject system has been imposed from 2015 regulations and this enables choice based staff selection (CBSS) where students are encouraged to select staff members of their choice for particular subjects in every semester. This enables a minimum flexibility in the curriculum. This is an initiative for flexibility in curriculum design.

### **9.1 Attendance regulations:**

- a) Students are expected to reach before 8.00 A.M. to the campus and in no circumstances a student is allowed to leave the campus before 3.00 P.M. However, in the case of emergencies, if the parent accompanies the student to leave the campus on a genuine health related problems, students shall be allowed to leave. In the case of any other unfortunate incidents such as loss of blood relation will be considered upon the verification from the parent over phone. Permission will be given for the student to enter the campus one hour before the commencement of the afternoon session end semester examination.
- b) Attendance will be taken for every hour and the same will be digitized immediately after the respective class. Student should ensure their presence and give the attendance properly in every hour
- c) Attendance is compulsory for both the Continuous Assessment Tests.
- d) 80% attendance for theory classes and 100% for practical sessions is compulsory. Students are not eligible to appear for the End Semester Examinations, if they have attendance below the required percentage.
- e) Half day leave or permission is not permitted.
- f) Parents/Students can view student details in the Student Information link available in our institution website.



g) Day-wise and monthly-wise attendance report of the student will be shared to parent mobile number by the Attendance recording section.

h) If leave is required for more than two days on medical grounds, parents should intimate department about the duration of leave required through letter with the necessary proof attached.

i) If a student is requiring an immediate medical assistance, he/she shall approach the student help desk, first aid will be given for the student in Medical Room and if required the student will be referred to the institution's General hospital.

j) Student who avails on duty has to take prior permission from the department head and the necessary documents have to be submitted to mentor/ counselor after attending the event. Students (I, II, III years) shall avail at the maximum of six days ON DUTY in a semester for academic purpose.

#### **10. Non Credit Courses:**

Every student has the opportunity to enroll in any of the following Non Credit Courses, during the programme. The student will have to register for the courses with the respective coordinator before the end of First Semester.

- National Cadet Corps (NCC)
- National Service Scheme (NSS)
- Youth Red Cross (YRC)

The above contribution should be completed by the end of sixth Semester (end of Pre-final year) as per the requirements. 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.

#### **11. Opportunity to Gain Exposure Outside the Institution**

- This is facilitated by the "Centre for Academic Partnerships" of Sathyabama Institute of Science And Technology consisting of a team of experienced faculty members involved in forging Partnerships with Leading Universities, Educational Institutions, Industrial and Research establishments in India and Abroad.
- A student can be selected, to get Professional Exposure in his/her area of Expertise in any Reputed Research Organization or Educational Institution of repute or any Universities in India and abroad.

- This is possible only with the List of Research Organizations, Educational Institutions in India and abroad approved by Sathyabama Institute of Science And Technology.
- A student should have got a minimum of 6 CGPA without any arrears at the time of applying and at the time of undergoing such courses outside, to avail this facility.
- The student can have the option of spending not more than three to Six months in the Final year or Pre-final year of his/her Degree. During this period, the student can do his/her Project work or register for courses which will be approved by the Centre for Academic Partnerships (CAP), under the Guidance of a Project Supervisor who is employed in the Organization and Co-guided by a staff member from our Institution.
- Applications for the above should be submitted by the students to the Centre for Academic Partnerships (CAP), in the required format, with complete details of Institution, Courses and Equivalence Details and approved by the .
- The Centre will go through the applications and select the students based on their Academic Performance and enthusiasm to undergo such courses. This will be communicated to the Universities Concerned by the Centre.
- The performance of the student in the courses, registered in that Institute or University will be communicated officially to Centre for Academic Partnerships (CAP).
- The students who undergo training outside the Institution (either in India or Abroad) is expected to abide by all Rules and Regulations to be followed as per Indian and the respective Country Laws, and also should take care of Financial, Travel and Accommodation expenses.

## **12. Maximum Duration of the Programme**

The maximum duration for UG (B.E./B.Tech.) programme is six years, for B.Sc./B.Com./B.A is five years, B.Arch. is 7 years . For post-graduation programme M.E./M.Tech./M.Arch./M.B.A is four years.

## **13. Examinations and Assessment:**

There will be a continuous assessment examination and end semester examination for both theory and practical 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

Continuous evaluation system is strengthened with 50-50 percentage weightage system in place for internal and external examinations. The internal assessment examinations will be conducted by the Examination Cell. Two Assessment tests will be conducted as per the academic calendar posted in our institution website. Internal mark for every subject is assigned based on the internal assessment (Mid Semester) tests conducted and assignments submitted/attendance recorded.

### 13.1 Continuous Assessment Exams

(a) **Theory Courses**

- There will be a minimum of two continuous assessment exams, 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 45 Marks. The percentage (%) of attendance secured by the candidate in a course in a semester will carry a weightage of 05 Marks, which will be added to the continuous assessment marks for each course.
- 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.

(b) **Practical Courses**

- For practical courses, the student will be evaluated on a continuous basis for 25 Marks (which will include performing all experiments, submitting observation and record note book in scheduled format and time), 20 marks for model exam at the end of the semester and 5 marks for attendance in the course.
- For practical courses, if a student has been absent for some practical classes or has performed poorly, then the student will have to get permission from the lab 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.
- If a student has not done all the experiments assigned for that lab, before the scheduled date or has attendance percentage less than 90%, the student will not be allowed to

appear for the model and end semester practical exam. Such students will have to redo the course again by doing all the experiments in the next semester when the course is offered.

**(c) Re-Examination:**

Re-examination requests shall be considered only for the internal assessment examination a week after the commencement of the internal assessment examinations. These requests shall be submitted to the mentor/counselor and are strictly reviewed for the genuine medical reasons or unfortunate loss of blood relation upon submitting the necessary proof to the respective class counselors. This opportunity has been facilitated so that student will not lose the 50% of weightage of marks in internal assessment examinations.

### **13.2 End Semester Examinations**

- The end semester examinations shall normally be conducted between October and December during the odd semesters and between April and May during the even semesters 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 50 marks.
- End semester practical exams will be conducted for a maximum of 50 marks.
- Minimum of 80% is required to appear for the end semester theory examination and 100% is expected for end semester practical examinations. Students who are absent for more than three laboratory classes will not be allowed to appear for End Semester Practical Examinations. Attendance for Model Practical examination is compulsory.
- Revaluation can be applied by the student on necessity in our website after the announcement of the results.
- 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 along with application to the Controller of Examinations through the Head of the Department. The Controller of Examination 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.

### 13.3 Final Year Project Work

- Project work has to be done by each student in the final year. The project work has been divided in to two phases (Phase - I and II). Project work Phase – I has to be done in the pre-final semester and Phase - II during the final semester.
- Project work may be allotted to a single or two students as a group. In special cases, the number of students in a project group cannot exceed three, if it can be justified by the project supervisor and HoD, that the project work content is large enough.
- For project work, assessment is done on a continuous basis by 3 reviews for 50 marks and final viva voce carries 50 Marks.
- There shall be three project reviews (conducted during the pre-final semester and final semester) to be conducted by a review committee. The student shall make 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. The members of the review committee will evaluate the progress of the project and award marks.

	PROJECT REVIEWS			FINAL PROJECT VIVA VOCE
	1	2	3	
Max. Marks	5	15	30 (20 for review + 10 by guide)	50

- 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 final project viva-voce examination shall carry 50 marks. Marks are awarded to each student of the project group based on the individual performance in the viva-voce examination. The external examiner shall be appointed by the controller of

examinations. The internal and external examiner will evaluate the project for 20 Marks each. The project report shall carry a maximum of 10 marks.

- 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.

#### 14. 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 exams. Then he/she shall be declared to have passed 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.

#### 15. 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
Authorised Break of Study	ABS	0

### CUMULATIVE GRADE POINT AVERAGE CALCULATION

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

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

Where  $C_i$  – Credits for the course

$GP_i$  – Grade Point for the course

$\sum_i$  – Sum of all courses successfully cleared during all the semesters

$n$  – Number of all courses successfully cleared during all the semesters in the case of CGPA

Final Degree is awarded based on the following:

- |                         |   |                              |
|-------------------------|---|------------------------------|
| CGPA $\geq$ 9.0         | - | First Class - Exemplary      |
| CGPA $\geq$ 7.50 < 9.0  | - | First Class with Distinction |
| CGPA $\geq$ 6.00 < 7.50 | - | First Class                  |
| CGPA $\geq$ 5.00 < 6.00 | - | Second Class                 |

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

#### 16. 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.

### 17. 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.

### 18. 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 1<sup>st</sup> 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 a overall CGPA of not less than 7.5 (Calculated from 1<sup>st</sup> 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 a overall CGPA of not less than 6.0 (Calculated from 1<sup>st</sup> 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 a overall CGPA of not less than 5.0, (Calculated from 1<sup>st</sup> 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.

#### **19. Withdrawal From Examinations:**

- 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 for First Class – Exemplary, First Class with Distinction and First Class.
- Withdrawal is NOT permitted for arrears examinations of the previous semesters.

## **20. 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 the 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 3<sup>rd</sup> 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.

## **21. Professional Training:**

- Every student is required to undergo Industrial Visits during every semester of the Programme. HoDs shall take efforts to send the students to industrial visits in every semester.

- The students will have to undergo Professional training for a Minimum period of 3 weeks during the semester vacation at the end of second year and Third Year respectively.
- This could be internship in a industry approved by the or Professional Enrichment courses (like attending Summer Schools, Winter Schools, Workshops) offered on Campus or in Registered Off Campus recognised Training Centres approved by the for a minimum period of 3 weeks.
- A report on Training undergone by the student, duly attested by the Coordinator concerned from the industry / Organisation, 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 final Semester examination.
- 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.

## **22. 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.

## **23. 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 was 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.

#### **24. Revision of Regulations / Power To Modify :**

The Sathyabama Institute of Science and Technology (Deemed to be University) may from 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.