



EXAMINATIONS HANDBOOK

1 DURATION OF THE PROGRAMME

- 1.1 The University will have at least 180 working days a year.
- 1.2 The academic year will be divided into two semesters called as the odd semester and the even semester.
- 1.3 The maximum duration for completion of a UG/PG degree programme, shall be the normal or minimum duration (n) prescribed for completion of the programme by the Academic Council, plus an additional two (2) years: Under exceptional circumstances a further extension of one more year may be granted after due approval by the Academic Council.
- 1.4 The enrolment of a student who fails to complete the requirements of the award of a degree or diploma even during the extended duration, will be cancelled and no degree will be awarded.

2 REQUIREMENTS FOR APPEARING FOR THE END-SEMESTER EXAMINATION OF A COURSE

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

- 2.1 Ideally, every student is expected to attend all periods and earn 100% attendance. However, the student shall secure a minimum of 75% attendance in each of the registered courses taking into account the number of periods conducted for that course. A student shall normally be permitted to appear for the end-semester examination of the course if he/she has satisfied the attendance requirements and has registered for examination in those courses of that semester by paying the prescribed fee.
- 2.2 If a student secures attendance between 65% and less than 75% in any course in the current semester due to participation in the College/University/State/National/ International level Sports events with prior permission from the Dean/ Head of the Department of the concerned School and the Physical Director of the University, the student shall be given

exemption from the prescribed attendance requirement and the student shall be permitted to appear for the end-semester examination of that course with approval from the Vice Chancellor. In all such cases, the students should submit the required documents on joining after the absence to the Dean/Head of the Department through the Class in charge.

Also if a student secures attendance between 65% and less than 75% in any course in the current semester due to medical reasons then he/she will have to submit a medical certificate from a government doctor with supporting documents, and get permission from the Dean/ Head of the Department of the concerned School. Then depending on individual cases, if the Dean/Head of the Department is convinced, the student shall be given exemption from the prescribed attendance requirement and be permitted to appear for the end-semester examination of that course with approval from the Vice Chancellor.

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

Percentage of course-wise attendance =

$$\frac{\text{Total number of periods attended by the student for the course in a semester}}{\text{Total number of periods conducted by the faculty for the course in a semester}} \times 100$$

3 SYSTEM OF EXAMINATION

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

Continuous Assessments throughout the semester, attendance, assignments and End Semester Examination:

For Theory courses, the continuous assessment will carry 30 marks, the attendance will carry 10 marks, assignments will carry 10 marks and End Semester Examinations will carry 50 marks. For practical courses and project work, the continuous assessments and end semester examination will each carry 50 marks.

3.2 End-Semester Examinations

- 3.2.1 The end-semester examinations (theory, theory-cum-practical, and practical) of three hours duration will usually be conducted by the Office of the Controller of Examinations between November and December during the odd semesters and between April and May during the even semesters.
- 3.2.2 The end-semester examinations (theory, theory-cum-practical, and practical) will be conducted for a maximum of 100 marks.
- 3.3 For all practical courses, students shall obtain the bonafide certificate for completion of the record from the Faculty in-charge and the Dean before appearing for the practical

examinations. Students who have not obtained the bonafide certificate shall not be permitted to appear for the practical examination.

- 3.4 For the project works, students should obtain bonafide certificate for the project work from the project guide and Dean, at the end of the semester. Students who have not obtained the bonafide certificate are not permitted to appear for the project Viva Voce examination. Students who are unable to complete the project work at the end of the semester can apply for extension to the Dean, with the recommendation from the project guide for a maximum period of two months. For those students who extend the project work for two months, Viva Voce will be carried out and results will be declared separately.
- 3.5 The final examination for project work will be evaluated based on the final report submitted by the project group (not exceeding three students) and viva voce by examiners. The project report shall carry 20 Marks while viva voce examination will carry 30 Marks. Continuous internal assessment for project will be for 50 marks based on performance in the project reviews.
- 3.6 If a student indulges in malpractice in the end-semester examination or internal tests or examinations, he/she will be liable for punitive action as prescribed by the University from time to time.
- 3.7 The question papers for the end semester theory examinations will be collected from external question paper setters and evaluation of the end semester theory answer sheets will also be done by external evaluators.

4 SUPPLEMENTARY EXAMINATIONS

- 4.1 Supplementary Examinations will be conducted for the final year UG and PG students who have arrears in the theory papers.
- 4.2 Students who have arrears in Practical/Project are not eligible for the Supplementary Examinations.
- 4.3 The Supplementary Examination will not be given to students who had indulged in malpractice.
- 4.4 Supplementary exams will be conducted within 30 days from the date of declaration of results.

5 PROCEDURE FOR AWARDING MARKS FOR CONTINUOUS INTERNAL ASSESSMENT (CIA)

5.1 Theory Courses

The award of marks for continuous assessment is based on

- Three tests conducted as per the schedule given in the academic calendar.
- The Continuous Internal Assessment comprises of three assessments, conducted by the Office of the Controller of Examinations. The average of the three assessments will be taken and the total marks, put together shall be reduced to 30 marks and rounded to the nearest integer. The first two assessments will be conducted for 50 marks with a duration of 90 minutes The third assessment will be conducted for a duration of 3 hours for 100 marks. Only one assessment would be conducted in a day and students will have regular classes on the assessment days.
- In case a student misses the assessment due to medical reasons (hospitalization / accident / specific illness) or due to participation in the University / State / National / International level Sports events with prior permission from the Dean/Head of the Department, then only one **Reassessment** may be given at the end of the semester after getting approval from the Dean/Head of the Department by the concerned course instructor.

Table 1: Internal Marks for Theory Courses

Description	Marks
Continuous Internal Assessment Test (Best 2 out of 3 Assessments)	30
Attendance	10
Assignments/ Seminar	10
Total Marks	50

5.2 Practical Courses

The continuous internal assessment marks for laboratory courses will be awarded as given in Table 2.

Table 2: Internal Marks for Laboratory Courses

Description	Marks
Design and Conduction of Experiments, Observation, Coding, Implementation, Results and Viva-Voce during regular classes	20
Record marks	10
Model Practical Examination	20
Total Marks	50

5.3 Project Work

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

- 5.3.1 The Project report will carry a maximum of 20 marks. The project report shall be submitted as per the approved guidelines of the Institute from time to time. Same marks shall be awarded to every student within a project group for the project report. The viva-voce examination shall carry 30 marks. Marks are awarded to each student of the project group based on their individual performance in the vivavoce examination. The marks allocated for project is given as in section 3.5 Table 1
- 5.3.2 A student may, however in certain cases, be permitted to work on the project in an Industry/Research organisation on the recommendation of the Dean/Head of the Department. In such cases, the project work shall be jointly supervised by a faculty member (Guide) of the department and a supervisor from the organization. The student shall be instructed to report the progress periodically and to attend the project reviews for evaluating the progress. These students will produce a certificate of attendance from the Industry/Research organisation where the project was carried out.

6 ELIGIBILITY FOR PASS IN EACH COURSE

- 6.1 A UG student who secures not less than 50% of the total marks (internal marks + end-semester examination marks) prescribed for the courses with a minimum of 40% marks in the end semester examination for theory courses, theory-cum-practical courses, practical courses (except for the practical courses which are evaluated based on Continuous assessment only) and project work shall be declared to have passed the examination.
- 6.2 A PG student who secures not less than 50% of the total marks (internal marks + end-semester examination marks) prescribed for the courses with a minimum of 50% marks in the end semester examination for theory courses, theory-cum-practical courses, practical courses (except for the practical courses which are evaluated based on Continuous assessment only) and project work shall be declared to have passed the examination.
- 6.3 The continuous internal 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

6.4 Award of Grades

Based on the marks secured by the student (Internal plus external marks) grades are awarded as per the Table 3.

Table 3: Grades Awarded

Range of marks	Letter Grade	Grade Description	Grade Point
90-100	O	Outstanding	10
80-89	A++	Excellent	9
70-79	A+	Distinction	8
60-69	A	Very Good	7
50-59	B+	Good	6
0-49	RA	Reappear	0
Absent for Exam	AB		0
Withdrawal	W		0

6.5 Revaluation of End-Semester Examinations

In case a student is not satisfied with the marks awarded to him/her, then he/she can apply for revaluation to the Office of the Controller of Examinations by paying the prescribed revaluation fees. Revaluation is not permitted for practical courses, mini-project, seminar, comprehension, and project work.

7 PROVISION OF A SCRIBE

The University will provide a scribe to students who are genuinely unable to write their exams by themselves as per the guidelines issued by the Government of Tamil Nadu.

8 ISSUE OF GRADE SHEET

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

9 ELIGIBILITY FOR THE AWARD OF DEGREE

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

- a. Successfully gained the required number of total credits as specified in the curriculum corresponding to the student's programme within the stipulated time.
- b. Successfully completed the course requirements, appeared for the End-Semester examinations and passed all the subjects prescribed in all the semesters within the maximum period reckoned from the commencement of the first semester to which the candidate was admitted.
- c. Successfully passed any additional courses prescribed by the Director, Academic Courses.
- d. Successfully completed the NCC / NSS / YRC requirements.
- e. No disciplinary action is pending against the student.
- f. The award of Degree must have been approved by the Syndicate of the University.

9.2 Convocation, for the purpose of conferring degrees and other distinctions of the University, will be held annually on a date fixed by the Chancellor.

10 CLASSIFICATION OF THE DEGREE AWARDED

10.1 First Class with Distinction

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

- a. Should have passed the examination in all the courses of all the semesters in the student's First Appearance within the maximum period.
- b. Withdrawal from examination (vide clause 12) will not be considered as an appearance.
- c. Should have secured a CGPA ≥ 8.50 .
- d. One year's authorised break of study (if availed of) is included in the period of study for award of First Class with Distinction.
- e. Should not have been prevented from writing the end-semester examination due to lack of attendance in any semester.

10.2 First Class

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

- a. Should have passed the examination in all the courses of all the semesters within a period of $n+2$ years (where n is the minimum duration of the course. For example, $n= 2$ yrs for MBA, $n=3$ yrs for BSc, B.Com, BBA), and $n=4$ for BE) .
- b. One year authorised break of study (if availed) or prevention from writing the end-semester examination due to lack of attendance (if applicable) is included in the

duration of n+2 years (five years in the case of lateral entry) for award of First class.

- c. Withdrawal from examination (vide clause 11) will not be considered as an appearance.
- d. Should have secured a CGPA of ≥ 6.5 .

10.3 **Second Class:**

- a. All other students who qualify for the award of the degree with a minimum CGPA of < 6.5 shall be declared to have passed the examination in Second Class.
- b. A student who is absent in the end-semester examination in a course / project work after having registered for the same shall be considered to have appeared in that examination for the purpose of classification.

11 **PROVISION FOR AUTHORISED BREAK OF STUDY**

- 11.1 A student is not normally permitted to break the study temporarily. However, if a student intends to temporarily discontinue the programme (not more than a year in a single spell) in the middle for valid reasons (such as accident or hospitalisation due to prolonged ill health) and then wants to re-join the programme, he/she shall apply in advance to the Dean/Vice Chancellor, through the Head of the Department stating the reasons, in any case, not later than the last working day (of the semester), provided he/she fulfills the requirement in clause 2.

12 **PROVISION FOR WITHDRAWAL FROM THE END-SEMESTER EXAMINATIONS**

- 12.1 A student may be permitted to withdraw from appearing for the endsemester examination in any course or courses for valid reasons (medically unfit/unexpected family situations/ sports approved by the Physical Director and Dean). This privilege can be availed ONLY ONCE during the entire programme. Valid documents, for medically unfit/unexpected family situations, shall be submitted by the student within seven days before the commencement of the examination in that course or courses and also be recommended by the Head of the Department and approved by the Dean/Vice Chancellor with intimation to the Controller of Examinations.
- 12.2 The final approval for withdrawal will depend on the merit of the case and will be decided by the Vice Chancellor.

13 **EXAMINATION RULES AND REGULATIONS FOR DIPLOMA IN ENGINEERING**

The minimum period and maximum period for completion of Diploma Courses are 3 years and 6 years respectively.

13.1 **Internal Assessment**

The Continuous Internal Assessment comprises of three assessments, conducted by the Office of the Controller of Examinations. The first two assessments will be conducted for 50 marks with a duration of 90 minutes. This will be averaged to 5 marks. The third assessment will be conducted for a duration of 3 hours for 100 marks. This will be converted to 5 marks.

Internal Assessment Mark Calculation for Theory Subjects:

Subject Attendance	- 5 Marks
CIA1, CIA2 Marks (Averaged)	- 5 Marks
CIA3 Marks Reduced	- 5 Marks
Assignment	- 5 Marks
Seminar Presentation	- 5 Marks
Total	- 25 Marks

Internal Assessment Marks for Practical Subjects:

Attendance	- 5 Marks
Observation and Tabulation	- 10 Marks
Record Writing	- 10 Marks
Total	- 25 Marks

Project Work:

The Project work must be reviewed twice in the same semester. The project work is approved during the V semester by a properly constituted committee with guidelines.

Internal assessment marks for Project Work

Review 1	- 10 Marks
Review 2	- 10 Marks
Attendance	- 5 Marks
Total	- 25 Marks

13.2 University Examination

For each Theory/Practical subject, University Examinations are conducted for 100 marks and reduced to 75. This is added with the Internal Assessment marks 25 as calculated from clause 13.1.

The total marks for the subject = $75+25=100$ Marks.

Final Project work Examination will be conducted for 100 marks and will be converted to 75 marks. This will be added to the Internal assessment marks as calculated from clause 13.1.

13.3 Criteria for Pass:

A candidate shall be declared to have passed the examination in a subject if he/she secures not less than 40% in theory subjects and 50% in practical subjects out of the total prescribed maximum marks including both the Internal Assessment and the University Examinations marks put together, subject to the condition that he/she secures at least a minimum of 40 marks out of 100 marks in the University Theory Examinations and a minimum of 50 marks out of 100 marks in the University Practical Examinations.

13.4 Classification of Successful Candidates:

13.4.1 First Class with Superlative Distinction

A candidate will be declared to have passed in **First Class with Superlative Distinction** if he/she secures not less than 75% of the marks in all the subjects and passes all the semesters in the first appearance itself and passes all subjects within the stipulated period of study without any break in study.

13.4.2 First Class with Distinction:

A candidate will be declared to have passed in **First Class with Distinction** if he/she secures not less than 75% of the aggregate marks in all the semesters put together and passes all the semesters except the I and II semester in the first appearance itself and passes all subjects within the stipulated period of study 3 years without any break in study.

13.4.3 First Class:

A candidate will be declared to have passed in **First Class** if he/she secures not less than 60% of the aggregate marks in all the semesters put together and passes all the subjects within the stipulated period of study 3 years without any break in study.

13.4.4 Second Class:

All other successful candidates will be declared to have passed with a **Second Class**.

14 REVISION OF REGULATIONS AND CURRICULUM

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

15 SPECIAL CASES

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