

SATHYABAMA

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



ACADEMIC REGULATIONS - 2019

POST GRADUATE DEGREE PROGRAMMES

(Two Years Programme)

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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. Along with Choice based credit system institution also adopted Outcome based Education System (OBE) from 2015-16 academic year, with more emphasis on modified academic curriculum 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 Master of Engineering / Technology / Architecture / Business Administration / Arts / Science / Commerce Stream that a student has chosen for study. Eg. M.E. in Computer Science and 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 2019–2021 refers to students belonging to a 2 year Degree programme (4 semesters) admitted in 2019 and completing in 2021.

School : Each Programme and Department of the Institution is grouped under various Schools. Eg. School of Computing consists of Departments of Computer Science and Engineering and Information Technology. This School offers various Undergraduate and Postgraduate Programmes in Engineering like M.E (Computer Science and Engineering), M.Tech.(Biotechnology).

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,

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)

1. Vision and Mission:

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 organisations
- 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:

A pass in undergraduate degree from a recognized university with 50% in the qualifying examination (45% for reserved category)

2.2 The candidate has to fulfill all the prescribed admission requirements/norms of the Institute.

2.3 In all matters relating to admission to the Post graduate Degree programme, the decision of the Board of Management of the Institute shall be final.

2.4 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 in disciplinary 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 like Mathematics.
- (ii) Core courses belonging to the Major Programme of study.
- (iii) Electives offered by the School and the Department related to the Major programme of study.
- (iv) Dual Electives has been followed and list of electives which can be chosen by any student of any stream.
- (v) Laboratory courses.
- (vi) Professional Training Courses during the semester.
- (vii) Project Work

4.2 Each semester curriculum shall normally have a blend of lecture courses and practical courses.

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

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

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

Laboratory Hours : 1 credit for 2 Practical hours or 2 credit for 4 Practical hours

Mini Project work: 5 credits for 10 hours per mini project per week

Project Work: 10 credits for 30 hours of final project work per week

Project Work Phase I : 3 Credits for 6 Hours

Project Work Phase II : 15 Credits for 30 Hours

Seminar : 1 Credits for 2 Hours

5. Duration of the Programme:

A student is normally expected to complete the M.E./M.Tech./M.Arch./M.B.A./M.Sc./M.A./M.Com. Programme in 4 semesters but in any case not more than 8 consecutive semesters from the time of commencement of the course.

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 90%` 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 elective courses during the third semester of study. The student also has the choice of selecting the electives offered by departments within the school in that semester.

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". The course coordinator will be 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.

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.
 - The study materials are prepared by the staff members and communicated to the students periodically.
 - The involvement of students in course based projects and assignments.
 - To prepare common question paper for continuous assessment exams.
 - For 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, Mentor, 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.

Choice Based Credit System, a learner-centric approach allows a student to study cross-discipline courses along with the primary programme where the student is enrolled into. It allows the students to choose the courses from a set of core courses/ electives offered either within the school or between schools. Students can choose from basic/ advanced/ foundation courses hence providing greater flexibility in the choice of courses.

Two different sets of courses are offered for students namely programme electives and open electives. Programme electives include the courses ranging from fundamentals to advanced courses pertaining to programme of study. In open electives, foundation and advanced courses across the schools are offered.

Assessment involves two Continuous Assessment Examinations, assignments and End Semester Examinations and credits are then transferred. It develops holistic knowledge in students thereby enhancing his employability/ entrepreneurship skills.

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) 90% 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 shall avail at the maximum of six days ON DUTY in a semester for academic purpose.

10. Choice Based Credit System:

Students are allowed to accumulate credits through a **Flexible Credit System – Choice Based Credit System (CBCS)**. The students are given the liberty to choose and undergo courses of his/her interest from any domain through this option of study. CBCS will allow students to choose interdisciplinary, intra-disciplinary courses even from other disciplines according to their learning needs, interests, aptitude and provide more flexibility for students in learning.

The students can select courses offered by any department across the Institution. The total credits accrued over the period of study should be within the total credit requirement of the Course. Choice Based Credit System is offered to students from Semester 2 to Semester 3. All courses from Semester 1 is 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 subjects, credits, pairing, pre-requisite courses etc, for the particular CBCS course are stated in the curriculum. The students select the subject and teacher as per their interest in the online portal of the Institution.

10.1 Credit Allocation and Distribution

- The details of credits allotted for mandatory courses and Elective courses are shown in the

table below

Semester	Total No. of Theory Courses	No. of Mandatory Courses	No of CBCS/ Professional/ Open Elective Courses	Total Credits of Mandatory Courses	Total Credits of CBCS/ Professional/ Open Elective Courses	Total Credits Accrued
1	7	7	-	28	-	28
2	7	7	-	28	-	28
3	7	7	6	4	24	28
4						
Overall Total	21	21	6	60	24	84*

*The total credits may vary for different programme & specialization.

Credit Distribution for Various Types of Courses during the Programme

Sl. No.	Title	Credits Allotted	Total Credits
1	Credits from Mandatory Courses	60	
2	Credits from CBCS/ Professional/ Open Electives	24	
3	Total Theory Course Credits		84
4	Laboratory Course Credits		3
5	Project		10
6	Professional Training / Internships/Mini project		5
	Total Credit Requirements of a Programme		102*

*The total credits may vary for different programme & specialization.

11. 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 Gradesheet and Consolidate Grade Sheet under the Category "NON CREDIT COURSES "indicated as SATISFACTORY or NOTSATISFACTORY.

12. Opportunity to Gain Exposure outside the Institution

- This is facilitated by the “Centre for Academic Partnership & International Relations” 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 approved by the Dean.
- 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.

13. Maximum Duration of the Programme

The maximum duration for PG (M.E./M.Tech./M.Arch./M.B.A./M.Sc./M.A./M.Com.) programme is two years.

14. 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 : 50Marks

End Semester Exams : 50Marks

(ii) Practical courses

Continuous Assessment : 50Marks

End Semester Exams : 50Marks

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. The evaluation scheme of the institution is as follows:

Evaluation Scheme

Course Type	Cumulative Internal Examinations (CIE) (Max.50)										End Semester Examinations (ESE) (Max.50)					
	Continuous Assessment Examinations (CAE)				Assignments(100)											
	CAE1(50)		CAE2(50)													
	CO1	CO2	CO3	CO4	CO1	CO2	CO3	CO4	CO5	CO6	CO1	CO2	CO3	CO4	CO5	CO6
Theory (Max100)	32/20	18/30	32/20	18/30	10	10	10	10	30	30	20	20	20	20	18/2	2/18

Course Type	Model Practical Examinations (MPE)(Max.50)												End Semester Practical Examinations (ESPE)(Max.50)					
	Record(30)						Model(20)											
	CO1	CO2	CO3	CO4	CO5	CO6	CO1	CO2	CO3	CO4	CO5	CO6	CO1	CO2	CO3	CO4	CO5	CO6
Lab (Max. 100)	5	5	5	5	5	5	3	3	3	3	4	4	8	8	8	8	9	9

Course Type	Internal(50)						External(50)					
	Review 1			Review 2	Review 3		Viva Voce					
	CO1	CO2	CO3	CO4	CO5	CO6	CO1	CO2	CO3	CO4	CO5	CO6
Project Work (Max100)	2	3	15	30	25	25						

Course Type	Internship					
	Thrust Area	Relevance to Program	Knowledge on Industry Practices	Documentation	Presentation Skills	Deliverables
Professional Training1 (Max100)	CO1	CO2	CO3	CO4	CO5	CO6
	10	10	20	20	20	20
Professional Training 2 (Max100)	Internship				Employability Test/Competitive Examination	
	Industry Exposure		Career Focus	Documentation and Presentation Skills	Training Outcomes	AMCAT Exam/Higher Studies
	CO1	CO2,CO3	CO4	CO5	CO6	
	10	10	10	10	60	

AMCAT- Aspiring Mind's Computer Adaptive Assessment

14.1 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 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.
- 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, 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 is facilitated to those students who were absent for assessment examinations.

14.2 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 50marks.
- End semester practical exams will be conducted for a maximum of 50marks.
- 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.

14.3 Final Year Project Work

- 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 work Phase – I has to be done in the pre-final semester and Phase - II during the final semester.
- Project work has to be done by each student in the final year.
- For project work, assessment is done on a continuous basis in 3 reviews for 50marks 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.

15. 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.

16. 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.

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

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

Where C_i – Credits for the course
 GP_i – Grade Point for the 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:

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.

17. 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.

18. Eligibility for the Award of Degree:

A student shall be declared to be eligible for the award of the M.E./M.Tech./M.Arch./M.B.A./M.Sc./M.A./M.Com.degree, provided the student has successfully completed all the requirements of the programme, and has passed all the prescribed examinations in all the 4 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 2 years 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.

19. 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 4 semesters in his/her first appearance within a maximum of 4 consecutive semesters 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 4 semesters in his/her first appearance within a maximum of 4 consecutive semesters securing a 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 4 semesters within a maximum period of 4 consecutive after his/her commencement of study securing a 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 two years for Normal M.E./M.Tech./M.Arch./M.B.A./M.Sc./M.A./M.Com.) 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 4 semesters within a maximum period of 8 consecutive semesters after his/her commencement of study securing a 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. 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 concerned through the Head of the Department. Revaluation is not permitted for practical courses and for project work.

20. 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.

21. 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 3rd semester under Lateral entry system) irrespective of the period of break of study in order that the/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.

22. Professional Training:

- The students will have to undergo Professional training for a Minimum period of 2 weeks during the semester vacation.
- This could be internship in an industry or Professional Enrichment courses (like attending Summer Schools, Winter Schools, Workshops) offered on Campus or in Registered Off Campus recognised Training Centres for a minimum period of 2 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.

23. 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.

24. 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.

25. 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.