



# VELS



INSTITUTE OF SCIENCE, TECHNOLOGY & ADVANCED STUDIES (VISTAS)  
(Deemed to be University Estd. u/s 3 of the UGC Act, 1956)  
PALLAVARAM - CHENNAI

ACCREDITED BY **NAAC** WITH '**A**' GRADE  
*Marching Beyond **30** Years Successfully*

## UG REGULATIONS

(For All Arts, Science, Commerce and Humanities Programmes)

(Applicable to all the candidates admitted from the academic year  
2024-2025 onwards)

**CHOICE BASED CREDIT SYSTEM (CBCS)**

and

**LEARNING OUTCOME BASED CURRICULUM FRAMEWORK  
(LOCF)**

**FACULTY OF SCIENCE AND HUMANITIES**

**VELS INSTITUTE OF SCIENCE, TECHNOLOGY AND ADVANCED  
STUDIES**

(Deemed to be University Estd, u/s 3 of UGC Act,1956)

Pallavaram, Chennai - 600117, Tamil Nadu, India



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## VISION AND MISSION OF THE INSTITUTION

### Vision of the Institution

To make the Institute an **epitome of excellence** in higher education by effectively providing high quality education and rigorous training to students in multiple streams of choice with ample scope for all round development to make them excel in their profession for betterment of the society.

### Mission of the Institution

- Effectively **imparting knowledge** and inculcating **innovative thinking**.
- Facilitating **skill enhancement** through add on courses and **hands on training**.
- Doing original, socially relevant, **high-quality research**.
- Facilitating appropriate **co-curricular, extracurricular** and **extension activities**.
- Instilling the **spirit of integrity, equity, professional ethics** and **social harmony**.

## UNDER GRADUATE PROGRAMMES-ACADEMIC REGULATIONS 2024

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## ACADEMIC REGULATIONS 2024

(For Students admitted from the academic year 2024-25 onwards)

UNDER GRADUATE PROGRAMMES (B. A / B.B. A / B. Com / B.C. A / B.P.T / B.Com (Honours) / B.Sc (Honours) / B.Sc. Regular Programmes)

### **Background / Preamble:**

These regulations are applicable to the students admitted from the Academic Year 2024-25 onwards. The education plays extremely momentous role in building the country. Despite the fact that a large number of educational institutions imparting knowledge, our current education system results in a lack of knowledge, confidence, values and skills among young minds. It could be owing to the traditional educational system's lack of connection between education, employment, and skill development. The current frightening scenario necessitates conversion or reforming of education system, not only by introducing novelties but rising "learner-centric approach in the entire education system as well. This can handiest be viable when Choice-Based Credit System (CBCS), an internationally acknowledge system, recommended by UGC, is adopted which enhances and promotes educational liberalization of existing conventional higher education models. CBCS not only offers opportunities and direction to learn core subjects but also explore additional methods of learning beyond the core subjects for holistic development of an individual. Besides with CBCS system, UGC announced another report on the undergraduate curriculum plan, named Learning Outcomes-based Curriculum Framework (LOCF). It aspires to provide a focused, outcome-based curriculum, as well as an engaged, result-oriented prospectus at the undergraduate level in India. It includes a plan for reorganizing teaching-learning experiences to be more student-centric manner. In keeping with the recommendations of UGC, Vels Institute of Science, Technology and Advanced Studies (VISTAS) has adopted both Choice Based Credit System (CBCS) and Learning Outcome-based Curriculum Framework (LOCF) in the Faculty of Science and Humanities in the year 2020 and implemented it from 2020-21 onwards.

### **Preliminary Definitions and Nomenclature**

In these regulations, unless the context otherwise requires:

- i. 'Degree' means that academic award conferred upon a student on successful completion of a three-year programme designed to achieve the defined attributes. It is referred as Under-Graduate (UG) Degree, that is, for example, "Bachelor of Science" also known as "B.Sc.

Degree”.

- ii. ‘Programme’ means cohesive arrangement of courses, co-curricular and extracurricular activities to accomplish predetermined objectives leading to the awarding of a degree. It also means discipline of Bachelor’s Degree programme like B.Sc. (ComputerScience), B.Com. (Accounts and Finance), B.A. (English)etc. Some Degree programmes also provide options to specialize in a specific domain of interest. Such Bachelor’s Degree programmes are titled as the Degree along with its specializations like, B.C.A. (Honors) in International Accounting and Finance, etc.
- iii. “Institution” means Vels Institute of Science, Technology & Advanced Studies.
- iv) “Academic Council” means the Academic Council, which is the apex body on all academic matters of Vels Institute of Science, Technology & Advanced Studies.

## **1. Admission**

### **1.1 DURATION OF THE PROGRAMME**

#### **B. A / B.B. A / B. Com / B.C. A / B.P.T / B.Sc. Regular Programmes)**

- Three years programme (six semesters)
- Each academic year shall be divided into two semesters. The odd semesters shall consist of the period from July to November of each year and the even semesters from January to May of each year.
- There shall be not less than 90 working days for each semester.

#### **B.Com (Honours) / B.Sc (Honours) Programme**

Undergraduate degree programmes of either 3 or 4-year duration, with multiple entry and exit points and reentry options within this period, with appropriate certifications such as:

- a certificate after completing 1 year (2 semesters) of study in the chosen fields of study,
- a diploma after 2 years (4 semesters) of study,
- a bachelor’s degree after a 3-year (6 semesters) programme of study,
- a bachelor’s degree with honours after a 4-year (eight semesters) programme of study or a bachelor’s degree with research after a 4-year (eight semesters) programme of study if the student completes a rigorous research project in their major area(s) of study.

- The 4-year multidisciplinary bachelor's degree programme is considered a preferred option since it would allow the opportunity to experience the full range of holistic and multidisciplinary education in addition to a focus on the chosen major and minors as per the choices of the student.

## **1.2 ELIGIBILITY FOR ADMISSION**

- The minimum qualification for admission to Undergraduate degree programme (Regular) shall be: A pass in the 10+2 (Higher Secondary) examination of any authority, recognized by VISTAS.
- Notwithstanding the above, the actual admissions will be based on the rules and regulations of the UGC/Competent authorities.

## **1.3 ADMISSION AUTHORITY**

In the matter of admission to the Undergraduate programme the decision of the Admission Committee is final.

## **1.4 ADMISSION REVOKING**

If, at any time after admission, it is found that a candidate has not fulfilled all the requirements stipulated in the offer of admission, the Concerned Head of the Institution may revoke the admission and report the matter to the Vice Chancellor.

**2. Regulations of B. A / B.B. A / B. Com / B.C. A / B.P. T / B.Com (Honours) / B.Sc (Honours) / B.Sc. Regular Programme**

<b>COURSES OFFERED</b>	<b>ADMISSION ELIGIBILITY NORMS</b>
B.A (Economics)	Pass in +2, HSC or Equivalent
B.A(English)	Pass in +2, or any equivalent examinations.
B.A. Journalism and Mass Communication	Pass in +2, HSC or equivalent
B.A, LL.B, (Hons)	Pass in +2 or its equivalent
B.A. Western Classical Music	Pass in +2, HSC or its equivalent or 10th with Diploma in Music or Dance
B.B.A	Pass in +2, HSC or Equivalent
B.B.A, LL.B, (Hons)	Pass in +2 or its equivalent
B.Com, LL.B, (Hons)	Pass in +2 or its equivalent
B.Com (Accounts and Finance)	Pass in +2 or its equivalent
B.Com (Computer Application)	Pass in +2 or its equivalent
B.Com (Corporate Secretaryship)	Pass in +2 or its equivalent
B.Com (General)	Pass in +2 or its equivalent
B.C.A	Pass in +2, HSC or equivalent with Maths or Computer Science / Business Maths / Statistics
B.C.A. Cloud Technology and Information Security	Pass in +2, HSC or equivalent with Maths or Computer Science / Business Maths / Statistics
B.C.A. Data Science	Pass in +2, HSC or equivalent with Maths or Computer Science / Business Maths / Statistics
B.C.A. (Hons)	Pass in +2, HSC or equivalent with Maths or Computer Science / Business Maths / Statistics with 60% in aggregate.



B.Sc. Aeronautical Science	10+2 from a recognized board with Physics & Maths.
B.Sc. Aircraft Maintenance	10+2 from a recognized board with Physics, Chemistry & Maths and an aggregate of at least 50% or above. (OR) 3 years of Polytechnic diploma from a recognized board.
B.Sc. Animation	Pass in +2, HSC or equivalent
B.Sc. - AVIATION	10+2 with Maths, Physics, Chemistry (Minimum 50%) from a recognized board. Lateral entry for the course is only for candidates who are in possession of the CPL license. For CPL Holders : Valid CPL (Commercial Pilot License)
B.Sc. Aeronautical Science	10+2 from a recognized board with Physics & Maths.
B.Sc. Biochemistry	Pass in +2, HSC or equivalent with Biology / Maths/ Physics / Chemistry
B.Sc. Biocomputing	Pass in +2, HSC or equivalent with Biology / Maths or Pure Science or Computer Science
B.Sc. Biotechnology	Pass in +2, HSC or equivalent with Biology / Botany/ Zoology / Biochem. / Biotech. / Microbiology
B.Sc. Chemistry	Pass in +2, HSC or equivalent with Biology / Maths / Physics / Chemistry
B.Sc (Computer Science)	Pass in +2, HSC or equivalent with Maths or Computer Science / Business Maths / Statistics
B.Sc (Computer Science with specialisation in Artificial Intelligence and Machine Learning)	10 + 2, HSC or equivalent with Maths or Computer Science / Business Maths / Statistics with 55% in aggregate.
B.Sc (Computer Science with specialization in Cyber Security)	10 + 2, HSC or equivalent with Maths or Computer Science / Business Maths / Statistics with 55% in aggregate.
B.Sc. Information Technology	Pass in +2, HSC or equivalent with Maths or Computer Science / Business Maths / Statistics

B.Sc. Game Designing	Pass in +2, HSC or equivalent 3 yrs Diploma in Visual communication.
B.Sc. Hotel & Catering Management	Pass in +2, HSC or equivalent
B.Sc Maritime Operations	A pass in 10+2 in any stream or Diploma holder (10+3) in any stream
B.Sc. Mathematics	Pass in +2, HSC or equivalent with Biology / Maths / Physics / Chemistry
B.Sc. Microbiology	Pass in 10 + 2 pattern or equivalent with biology
B.Sc Nautical Science	A pass in 10+2 or its equivalent examination with minimum 60% aggregate in Physics, Chemistry and Mathematics group, and at least 50% in English at 10th or 12th Standard. Age: Maximum 25 years of age on the date of commencement of the course.
B.Sc. Physics	Pass in +2, HSC or equivalent with Biology / Maths / Physics / Chemistry
B.Sc (Visual Communication)	Pass in +2, HSC or equivalent 3 yrs Diploma in Visual communication.
B.Sc. Visual Effects	Pass in +2, HSC or equivalent 3 yrs Diploma in Visual communication.
B.Sc.B.Ed. (BCZ)	Pass in +2, HSC or equivalent with Biology / Maths / Physics / Chemistry
B.Ed	UG/PG degree in recognised University. Percentage marks as per NCTE Norms.
B.P.T	50% of marks in aggregate in Physics, Chemistry, Biology / Botany & Zoology
LL.B	A pass in UG degree in recognized University
LL.M Corporate and Commercial Law	Pass in LLB / 5 Years Integrated LLB degree in recognised University.
LL.M Constitutional and	Pass in LLB / 5 Years Integrated LLB degree in recognised

Administrative Law	University.
B.Com (Honours)	Pass in +2 - Commerce stream with Commerce/ Business studies / Accountancy / Mathematics can apply for the program.
B.Sc (Honours)	Pass in +2, HSC or equivalent with Maths or Computer Science / Business Maths / Statistics with 60% in aggregate.

### 3. UG PROGRAMME STRUCTURE:

#### 3.1 MEDIUM OF INSTRUCTION

The medium of instruction for all UG programmes is English excluding Tamil, Hindi and French Language Papers.

#### 3.2 COURSE OF STUDY & CREDITS

The Course Components and Credit Distribution shall consist Part I, II & III. The UG programme consists of a number of courses. The term ‘course’ is applied to indicate a logical part of the subject matter of the programme and is invariably equivalent to the subject matter of a ‘paper’ in the conventional sense. The following are the various categories of courses suggested for the UG programmes.

**Part I** – Language Courses (LC) (any one of Tamil, Hindi, French or special subject designed in lieu of the above).

**Part II** – English Language courses (ELC) or special subject designed in lieu of. The Language courses and English Language Courses are 4 each / 2 each in number and the LC and ELC are meant to develop the students communicative skill at the UG level.

**Part III** – Core courses i.e. major courses that compulsorily required for each of the programme of study (CC), Ability Enhancement Course (AHC), Discipline Specific Elective Course (DSE) and Skill Enhancement Course (SEC).

For each course, credit is assigned based on the following:

Contact hour per week	CREDITS
1 Lecture hour (L)	1 Credit
1 Tutorial hour (T)	1Credit
2 Practical hours (P) - (Laboratory / Seminar / Project Work / etc.)	1 Credit

### 3.3 OUTCOME BASED EDUCATION (OBE)

The undergraduate programmes follow the Outcome Based Education (OBE) guidelines and have well defined:

<b>Program Educational Objectives (PEO)</b>
<ul style="list-style-type: none"><li>• Program Learning Outcomes (PLO) which includes Program Specific Outcomes (PSO)</li><li>• Mission of the Department to Program Educational</li><li>• Objectives (PEO) Mapping</li><li>• Program Educational Objectives (PEO) to Program Learning Outcomes (PLO) Mapping</li><li>• Structure of Undergraduate Programme</li><li>• Categorization of Courses (for all three years)</li><li>• Program Articulation Matrix (for all three years)</li></ul>

and, every course has well defined

<ul style="list-style-type: none"><li>• Course Learning Rationale (CLR)</li><li>• Course Learning Outcomes (CLO) – (Outcome based Objectives)</li><li>• Learning Plan with session-wise Session Learning</li><li>• Outcomes (SLO)</li><li>• Learning Assessment Scheme</li><li>• Course Designer Details</li></ul>
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### 3.4 Learning Curriculum

Undergraduate Programmes have a learning curriculum comprising of appropriate combinations of learning from Lecture, Tutorials and Practice sessions.

### **3.5 Curriculum and Course Content Approval**

Every UG programme will have a curriculum and course content (syllabi) proposed by the respective Boards of Studies and approved by the Academic Council.

### **3.6 Minimum Learning Credits for the award of Degree**

The curriculum of any branch of the Undergraduate programme is designed to have a minimum of 140 Credits for the award of the Undergraduate degree (Regular), 90 Credits for the award of the B.C.A degree (Lateral Entry).

### **3.7 Massive Open Online Courses (MOOCs)**

VISTAS strongly encourage the use of SWAYAM (Study Web of Active Learning by Young and Aspiring Minds) platform. The students are encouraged to choose any elective course from SWAYAM on the recommendation of the faculty advisor and the credits will be transferred.

### **3.8 Internship and Project**

#### **(A) Internship**

Students shall undergo Internship (either in an Industry [or] Industrial setting [or] in a Research Centre [or] in a Laboratory within VISTAS) for duration of 4 to 6 weeks during the summer vacation after II semester. At the end of the internship, the student shall submit a report and make a presentation which will be assessed by a committee constituted for this purpose by the head of the department.

#### **(B) Project Work:**

Project Work shall be done by the student either:

- a) in any of the Funded Projects / Research Centres / Incubation Centres within VISTAS [or]
- b) within the Department Labs under the guidance of a Research Supervisor [ or]
- c) in an Industry / Industrial setting /Research Centre outside VISTAS duly approved by the Department Project Work Committee.
- d) After completion of the Project Work, the student shall submit a Report/Dissertation/Thesis and make a presentation which will be duly assessed by the Department Project Work Committee.

#### **4.0 Mentor / Mentee**

To help the students (**Mentee**) in planning their courses of study and for getting general advice on the academic programme, the concerned Department will assign for every class a faculty member who will be called as **Mentor**. In order to motivate the students or **Mentee** personally and provide counselling on academic and non-academic matters, a faculty member called **Mentor** shall be assigned.

#### **5.0 Class Committee**

Every class (comprising of sections) of the Undergraduate programme will have a Class Committee consisting of Faculty and Students. The class committees for the Department programme of each semester will be constituted by the Head of the concerned Department.

- The constitution of the Class Committee for the Department programmes of each semester will include the following members:
  - a) All teachers handling the Courses
  - b) Four students from the class to be chosen by the students of the class.
  - c) Mentor of the respective class.
  - d) One senior faculty of the concerned Department and not associated with teaching of the class, to be nominated by the concerned Head of the Department, to act as the Chairperson of the Class Committee.

The class committee Template is given below.

School of \_\_\_\_\_

Department of \_\_\_\_\_

### Minutes of Class Committee Meeting

The \_\_\_\_ class committee meeting of \_\_\_\_\_ (Year / Session) was held on \_\_\_\_\_ (Date), \_\_\_\_\_ (time) in the \_\_\_\_\_.

The following members were present.

S. No.	Name of the member	Role of the member
1		Head of the Department
2		Chair person
3		Faculty
4		
5		
..		
10		Student representative
11		
12		
..		

**I. Academics:**

<b>S. No</b>	<b>Name of the Faculty</b>	<b>Name of the Course</b>	<b>No. of Units Covered</b>	<b>Percentage of portions covered</b>	<b>Feedback by Students</b>	<b>Feedback by Faculty</b>



**II. General Points (Placement, Sports, Extra Curricular Activities, Grievances & Others if (any) including solution for points arose in the last CCM meeting:**

<b>Non Academics (Topics)</b>	<b>Points discussed</b>	<b>Action proposed/ Taken</b>	<b>Action by</b>	<b>Target Date</b>	<b>Monitoring and Implementation by HoD</b>
<b>Placement</b>					
<b>Sports</b>					
<b>Co-/Extra Curricular activities</b>					
<b>Requirement (Specify the count of Tables, Chairs, Benches etc.,)</b>					
<b>Maintenance and Requirement of Electrical Items</b>					
<b>Cleanliness of Class rooms, Toilet</b>					
<b>Food quality in Mess and Canteen</b>					
<b>Others</b>					

**III. Students with attendance < 75%:**

S. No	Name of the Students	Attendance Percentage	Action Taken	Review of Mentor – Mentee system	Whether informed to the parents ( Yes/ No)
1					
2					
3					
4					
5					

**Chair Person**

**Head of the Department**

**Class Committee Meeting Report**

**School/ Department:**

**Month:**

**Programme:**

S.No	Parameters	Year	Points Discussed	Action To be Taken	Problem Resolved
1	<b>Academic</b>	I			
		II			
		III			
		IV			
2	<b>Non-Academic ( Sports, Extra Curricular Activities, Grievances &amp;</b>	I			
		II			
		III			
		IV			

**Signature of HOD**

**Signature of Director/ Dean**

The basic responsibilities of the Chairperson of the Class Committee:

- a) To review periodically the progress of the classes.
- b) To discuss problems concerning curriculum and syllabus, the conduct of the classes as well as non-academic issues concerning students.
- c) To define the method of assessment in the courses in consultation with class committees and announcing to the students at the beginning of the semester.
- d) To organize the class committee meeting at least twice a semester, one at the beginning of the semester and one after the second cycle test.
- e) To prepare the minutes of the meeting with the assistance of Mentor and duly signed by the HOD, sent the same to the Concerned Head of the Institution within 7 days from conduct of the meeting. The minutes shall also be circulated to the class committee members and displayed in the notice board.

#### **6.0 Maximum Duration of the Programme**

Each semester shall normally consist of 90 working days or 450 hours. A student is ordinarily expected to complete the Undergraduate programme in six semesters for regular programme. However, a student may complete the programme at a slower pace by taking more time but in any case, not more than 10 semesters under regular programme excluding semesters withdrawn on medical grounds etc. as per 8.0.

#### **7.0 Temporary Break of Study from a Programme**

A candidate is not normally permitted to temporarily break study. However, if a candidate intends to temporarily discontinue the programme in the middle for valid reasons (Such as accident or hospitalization due to prolonged ill health) for a maximum continuous period of two semesters or the aggregate of individual discontinuation not exceeding two semesters, he/she shall apply to the Head of the Institution in advance but not later than the last date of registering for the end semester examinations of the year in question. Such applications should be routed through the Head of the department and the Head of the institution stating the reason for break of study.

- The Candidate who intends to rejoin the programme after the break shall submit rejoin application in the next academic year through the Head of the department and the Head of the institution.
- The Candidate who rejoins after the break shall be governed by the rules and

regulations in force at the time of rejoining.

- The duration specified for passing all the courses for the purpose of classification vide shall be increased by the period of such break of study permitted.
- The total period for completion of the programme should be reckoned from the commencement of the first semester to which the candidate was admitted and shall not exceed the maximum period specified in clause 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 detained for want of requisite attendance, progress and good conduct, the period spent in that semester shall not be considered as 'Break of Study' and this clause is not applicable for the detention cases.

### **Transfer of Students and Credits:**

The strength of the credits system is that it permits inter Institutional transfer of students. By providing mobility, it enables individual students to develop their capabilities fully by permitting them to move from one Institution to another in accordance with their aptitude and abilities.

- Transfer of Students is permitted from one Institution to another Institution for the same program with same nomenclature, provided, there is a vacancy in the respective program of Study in the Institution where the transfer is requested.
- The marks obtained in the courses will be converted into appropriate grades as per the University norms.
- The transfer students are not eligible for Ranking, Prizes and Medals.
- Students who want to go to foreign Universities upto two semesters or Project Work with the prior approval of the Departmental / University Committee are allowed to transfer of their credits. Marks obtain in the courses will be converted into Grades as per the University norms and the students are eligible to get CGPA and Classification.

### **8.0 Discipline**

- Every student is required to maintain discipline and decorum behavior both inside and outside the VISTAS campus and not to indulge in any activity that will tend to bring down the prestige of the institution.
- Any act of indiscipline of a student is first to be considered by the Discipline

Committee of the Department for necessary action. If the issue demands more serious consideration, the act of indiscipline will be reported to the Concerned Head of the Institution, and he will refer it to the Discipline Committee of the VISTAS, constituted by the Vice Chancellor.

- The Committee will enquire into the charges and recommend suitable action if the charges are substantiated. The concerned Head of the Institution will take appropriate action on the recommendation of the Discipline Committee.
- The Concerned Head of the Institution may suspend a student pending inquiry depending upon the prima facie evidence.
- The student may appeal to the Vice Chancellor whose decision will be final and binding.

## **9.0 Attendance**

### **9.1 Attendance Preamble**

Attendance is the physical presence of the student in the class. It is a well-observed fact that the students who score good grades are those who attend classes regularly. Therefore, the students must strive to attend all the classes without fail.

### **9.2 Marking of Attendance**

Every teaching staff member handling a class will take attendance till the last instruction day in the semester.

### **9.3 Minimum Attendance Requirement**

A student must maintain an attendance record of at least 75% in all courses added together. Without the minimum attendance of 75%, students become ineligible to write the end semester examination.

### **9.4 Attendance Shortage Criteria**

The students must strive to attend all the classes without fail. However, the minimum attendance requirement of 75% allows a student the facility to use the balance 25% to account for illnesses, permitted assignments such as job interviews, inter university sports meets, inter-collegiate/inter- university competitions, accidents, unforeseen emergencies etc. An attendance of 75% is considered to be the minimum required for a student to get just enough input on the course syllabus through class room contact hours to make him/ her eligible to appear in the end semester examination.

## **9.5 Condonation**

In rare and genuine cases, a committee consisting of the Concerned Head of the Institution and Head of the concerned Department will examine the case and recommend suitably to the Vice Chancellor, who may give condonation of attendance in deserving cases, but not more than 10%. The teacher shall announce the particulars of all students who have attendance less than 75% in the class. Copies of the same should also be sent to the Concerned Head of the Institution, and Heads of Departments concerned. The students who have less than 75% attendance will not be permitted to appear in end semester examination.

## **9.6 Redo semester**

Students who have earned less than 50% of attendance shall be permitted to proceed to the next semester and to complete the Program of study. Such Students shall have to repeat the semester, which they have missed by re-joining after completion of final semester of the course, by paying the fee for the break of study as prescribed by the University from time to time.

## **10 Assessment Practice**

The Student performance in each Subject/Course is assessed based on the following two components:

- i. Continuous Internal Assessments(CIA)
- ii. End Semester Examinations (ESE)

The total marks assigned for CIA and ESE are 40 and 60 respectively.

The total marks 40 allotted for CIA is distributed across 6 components for all the UG programmes and 7 components for PG programmes, with some exceptional cases.

### **10.1 Assessment Design**

The learning of a student is assessed and evaluated in-house by the course facilitating faculty member/ department except in the case of project work where an external examiner shall be nominated for conducting the viva voce. All assessments are designed based on Revised Bloom's Taxonomy levels of thinking and learning.

### **10.2 Types of Assessment**

The student's learning in each course, in general, is assessed (formative) and evaluated (summative) based on continuous learning assessment (internal assessment) also known as CAT and end-semester final examination. A continuous learning assessment (also known as internal assessment / comprehensive assessment) is spread through the duration of course and is done by the faculty member facilitating the course. In order to verify the different

skills acquired in a student, the continuous learning assessments are (as appropriately) performed through:

- a) Oral Learning Assessments
- b) Written Learning Assessments
- c) Demonstrative Learning Assessments

The end-semester final examination shall have learning assessments from the following perspectives with respect to all courses:

- a) Evaluation with respect to knowledge
- b) Evaluation with respect to Understanding
- c) Evaluation with respect to skill
- d) Evaluation with respect to Applications and/or
- e) Higher Order Thinking Skills

### 10.3 Assessment Weightage

Level	Blooms Level of Thinking	Continuous Learning Assessment (40% Weightage)										Final Examination (60% Weightage)	
		Attendance (5%)		Skills (15%)		CIA - I (5%)		CIA - 2 (5%)		MODEL (10%)			
		Theory	Practice	Theory	Practice	Theory	Practice	Theory	Practice	Theory	Practice	Theory	Practice
1	Remember	%	%	%	%	%	%	%	%	%	%	%	%
	Understand	%	%	%	%	%	%	%	%	%	%	%	%
2	Apply	%	%	%	%	%	%	%	%	%	%	%	%
	Analyze	%	%	%	%	%	%	%	%	%	%	%	%
3	Evaluate	%	%	%	%	%	%	%	%	%	%	%	%
	Create	%	%	%	%	%	%	%	%	%	%	%	%
Total		100%		100%		100%		100%		100%		100%	

**Note:** For a Pure Theory Course, the Practice Part would be zero and similarly for a Pure Practice Course, the theory part would be appropriately zero.

- a) The ratio between Continuous Learning Assessments and Final Examinations for all courses is 40:60.
- b) A student should definitely attend the Final Examination to be eligible to Pass the course.
- c) For a student to PASS in a course, he/she has to score a minimum of 40% marks in aggregate.

- d) For the Theory Part of a course or a pure theory course; Continuous Assessments CIA-1 (normally in two learning units (CLOs) / modules or as prescribed by the Course Coordinator), CIA-2 (in two learning units (CLOs) /modules not covered in CLA-1 or as prescribed by the Course Coordinator) and Model Exam (in all the five learning units (CLOs) / modules) are generally conducted as Written Tests of duration 90 minutes, 90 minutes and 180 minutes respectively each and the final examination is conducted for 180 minutes.
- e) For the Practical Part of a course or a pure Practical course; Continuous Learning Assessments CIA-1, CIA-2 and Model Exam are generally conducted at periodic intervals, and for certain courses that need learning verification of oral and skill demonstrative abilities, there would be appropriate oral tests and tests for demonstrations, such as online aptitude tests, classroom activities, case studies, poster presentations, power-point presentations, mini talks, group discussions, mock interviews etc.
- f) Student learning from the theory and practice portions in a course shall be assessed by assigning a weightage of 50% for theory component and 50% for practical component. Grading shall be done for the consolidated mark.
- g) For the Practice Part (Laboratory/Practical) of a course or a pure Practicals (Laboratory/Practical) course; due weightage for carrying out experiments, such as observations, collection of data, analysis, interpretation of results, inferences and also timely submission of record work done would all carry due weightage based on the type of laboratories and the course and constitute the CLA-1, CLA-2, CLA-3. The nature of the end semester final examination shall be informed to the students at the commencement of the course.
- h) The Final examination (both theory and practice (Laboratory/Practicals)) would be conducted only after the last working day of the semester.
- i) Final Semester Project Work: The projects undertaken as far as possible should be socially relevant. Projects can be carried out by individual students or by a group of students with a maximum of five students in a group.
- j) The assessment method for the project work consists of in-semester and end semester evaluations as detailed below:



	Continuous Learning Assessment(50% weightage)		Final Evaluation (50% weightage)	
	Review-1	Review-2	Project Report	Viva-Voce
Project Work /Internship	20%	30%	30%	20%

#### 10.4 Assessment Components

- The learning assessment weightage in percentages for fully internal courses is provided for each course in the respective course syllabus, and follows the template:

S.No	Component	UG
1	C.A. Class Test - I	1X5=5
2	C.A. Class Test -II	1X5=5
3	Field Visit / Internship	-
4	Assignment	1X5=5
5	Class Seminar / Tech. Talks / Group Activities/ Group Discussion	1X5=5
6	Model Examinations	1X10=10
7	Multiple Choice Quizzes (MCQ)/ Surprise Tests	1X5=5
8	Attendance	1X5=5
	<b>Total</b>	<b>40</b>

#### NSS / NCC / Swachh Bharat/ Inplant Training

All the undergraduate courses shall have NSS / NCC / Swachh Bharat/ Inplant Training as a compulsory activity with Zero (0) Credit. 100 marks is awarded for NSS/NCC/NSO/Yoga on the basis of activities participated by the students. The split up of internal marks is as follows:

**Internal Test Components:**

S.No	Component	UG
1	C.A. Class Test - I	1X5=5
2	C.A. Class Test -II	1X5=5
3	Field Visit / Internship	-
4	Assignment	1X5=5
5	Class Seminar / Tech. Talks / Group Activities/ Group Discussion	1X5=5
6	Model Examinations	1X10=10
7	Multiple Choice Quizzes (MCQ)/ Surprise Tests	1X5=5
8	Attendance	1X5=5
	<b>Total</b>	<b>40</b>

**11 End Semester Examination**

- i) There shall be examinations at the end of each semester, for odd semesters in the month of October / November, for even semesters in April / May. A candidate who does not pass the examination in any course(s) shall be permitted to appear in such failed courses in the subsequent examinations to be held in October / November or April / May.
- ii) A candidate should get registered for the first semester examination. If registration is not possible owing to shortage of attendance beyond condonation limit / regulations prescribed OR belated joining OR on medical grounds, the candidates are permitted to move to the next semester. Such candidates shall re-do the missed semester after completion of the programme.
- iii) The results of all the examinations will be published through University Website. In the case of passed out candidates, their arrear results, will be published through University Website.

### 11.1 Exam Registration

To Register for all subjects: Students shall be permitted to proceed from the First Semester up to Final Semester irrespective of their failure in any of the Semester Examination, except for the shortage of attendance programs. For this purpose, Students shall register for all the arrear subjects of earlier semesters along with the current (subsequent) Semester Subjects.

### 11.2 Examining Procedure

The examinations at the end of the particular semester will be conducted for the courses of all odd and even semesters. For all theory courses, Question papers will be set by external or internal examiners

### 11.3 Grading of the Course

A student should have appeared for the end- semester examination of the prescribed course of study to become eligible for the award of the grade in that course.

### 11.4 Pass Requirement

PART I TAMIL / OTHER LANGUAGES; PART II ENGLISH AND PART III CORE SUBJECTS, ALLIED, ELECTIVES COURSES AND PROJECT: Successful Students passing the Examinations for the Part I, Part II and Part III courses and securing the marks

a) CGPA 9.00 to 10.00 shall be declared to have passed the examination in **First class with Outstanding**.

b) CGPA 7.50 to 8.99 shall be declared to have passed the examination in **First class with distinction**.

c) CGPA 6.00 to 7.49 shall be declared to have passed the examination in **First Class**.

d) CGPA 5.00 to 5.99 in the aggregate shall be declared to have passed the examination in the **SECOND** Class.

e) CGPA 4.00 to 4.99 shall be declared to have passed the examination in the **THIRD** Class.

**MARKS AND GRADES:** The following table shows the marks, grade points, letter grades and classification to indicate the performance of the student:

**Computation of Grade Point Average (GPA) in a Semester, Cumulative Grade Point Average (CGPA) and Classification**

GPA for a Semester: =  $\sum_i C_i G_i \div \sum_i C_i$  That is, GPA is the sum of the multiplication of grade points by the credits of the courses divided by the sum of the credits of the courses in a semester.

Where,  $C_i$  = Credits earned for course  $i$  in any semester,

$G_i$  = Grade Points obtained for course  $i$  in any semester

$n$  = Semester in which such courses were credited.

CGPA for the entire programme: =  $\frac{\sum_n \sum_i C_i G_i}{\sum_n \sum_i C_i}$  That is, CGPA is the sum of the multiplication of grade points by the credits of the entire programme divided by the sum of the credits of the courses of the entire programme

<b>Grade Conversion Table - UG</b>			
<b>Range of Marks</b>	<b>Grade Points</b>	<b>Letter Grade</b>	<b>Description</b>
90 - 100	10	O	Outstanding
82 - 89	9	A+	Excellent
75 - 81	8	A	Very Good
67 - 74	7	B+	Good
60 - 66	6	B	Above Average
50 - 59	5	C	Average
40 - 49	4	D	Minimum for pass
0 - 39	0	RA	Reappear
		AAA	Absent

## Letter Grade and Class CGPA

Overall Performance - UG		
CGPA	GRADE	CLASS
4.00 - 4.99	D	Third Class
5.00 - 5.99	C	Second Class
6.00 - 6.69	B	First Class
6.70 - 7.49	B+	
7.50 - 8.19	A	First Class with Distinction*
8.20 - 8.99	A+	
9.00 - 10.00	O	First Class - Outstanding*

- The students who have passed in the first appearance and within the prescribed semester of the UG Programme (Major, Allied and Elective courses only) are eligible.

### 11.5 Fail / Absent Procedure

- Students who have secured 'F'(Fail) / 'Ab' (Absent) grade in a particular course (Other than project work) can reappear when the end semester examination for that course is conducted during the subsequent semesters. He / She should continue to register and reappear for the examination till he/she secures a pass grade.
- However, if a student obtains 'F'(Fail) / 'Ab' (Absent) grade in a course in the first two attempts, from the third attempt onwards, full weightage (100%) shall be assigned to marks scored in the end semester examinations and the internal assessment mark that student scored during the regular course of study will be ignored.
- In the event of failure in project work, the student will re-register for project work and redo the project work in subsequent semester and resubmit the dissertation a fresh for final evaluation. The internal assessment marks will be freshly allotted- in this case.
- If a course has theory and practical components combined, then the student shall appear in the end-semester examination for both theory and practical components duly.
- A student who obtains F' (Fail) / 'Ab' (Absent) grade in a Purely internal

assessment course will have to enroll and continue the course in the subsequent semesters till he/she secures a pass grade.

- If a student fails in theory course in Semester VI, he/she can apply for supplementary examination within a time period from the date of declaration of VI Semester result on payment of prescribed fee through proper application to the Controller of Examinations forwarded through the Head of the institution. The result of the supplementary examination will be published at the earliest so as to enable the student to continue his/her career without any disruption.
- All applicable fees charged for the purpose of examination will apply for re-appearance courses as well.

## 12 Course Wise Grading

All assessments of a course shall be made on absolute marks basis. However, the Class Committee without the student members shall meet within 5 days after the semester end examination and analyze the performance of students in all assessments of a course and award letter grades. The Computation of **(SGPA)** and **Cumulative Grade Point Average(CGPA)** Classification is given below.

### 12.1 Letter Grade and Grade Points

	<b>Grade Conversion Table – UG &amp; PG</b>	
<b>Letter Grade</b>	<b>Grade Points</b>	<b>Range of Marks</b>
O ( Outstanding )	10	90 - 100
A+ ( Excellent)	9	82 - 89
A ( Very Good)	8	75 - 81
B+ ( Good )	7	67 - 74
B ( Above Average)	6	60 - 66
C ( Average)	5	50 - 59
D ( Minimum for pass)	4	40 - 49
RA ( Reappear)	0	0 - 39
AAA ( Absent)		

The Students who have passed in the first appearance and within the prescribed semester of the UG Programme (Major, Allied and Elective courses only) are eligible. Successful Students passing the Examinations for the courses and securing the grades based on the following:

- a) CGPA 9.00 to 10.00 shall be declared to have passed the examination in **First class with Outstanding**.
- b) CGPA 7.50 to 8.99 shall be declared to have passed the examination in **First class with distinction**.
- c) CGPA 6.00 to 7.49 shall be declared to have passed the examination in **First Class**.
- d) CGPA 5.00 to 5.99 in the aggregate shall be declared to have passed the examination in the **SECOND** Class.
- e) CGPA 4.00 to 4.99 shall be declared to have passed the examination in the **THIRD** Class.

## **12.2 Course Completion**

A Student is considered to have successfully completed a course and earned the credits if he/she secured a letter grade other than **F** or **A** in that course. A letter grade **F** or **A** in any course implies a failure in that course. A course successfully completed cannot be repeated.

## **12.3 Review of Answer scripts**

A candidate shall apply for review of his/her end-semester examination answer paper (theory component only) as follows:

- In case any student feels aggrieved on the final outcome of the learning assessment in any course, the student shall apply to the Controller of Examinations, along with the prescribed fee, for the review of end semester examination answer script, within the stipulated time after the announcement of the results of the examinations.
- The Controller of Examinations shall facilitate the review of the answer script jointly to be carried out by the student and the faculty detailed for this purpose. If any discrepancy is noticed during review the same shall be rectified and the originally awarded grade accordingly amended.
- Review is not applicable for Practical, Project, Internship and Purely Internal courses.

## 12.4. Semester Mark sheet

The Mark Sheet issued by the Controller of Examinations to each student, after the announcement of the results will contain the following:

- The credits for each course registered for that semester,
- The letter grade obtained in each course
- The total number of credits earned by the student up to the end of that semester in each of the course categories
- Semester Grade Point Average (SGPA) of the current semester
- The Cumulative Grade Point Average (CGPA) of all the courses taken from I semester onwards for regular students and from III semester onwards for lateral entry students. For lateral entry students the grades awarded in the bridge courses shall also be taken into consideration.

## 12.5 SGPA and CGPA Calculation

(i) The SGPA will be calculated according to the formula

$$SGPA = \frac{\sum_1^n C_i X (GP)_i}{\sum_1^n C_i}$$

Where  $C_i$  = credit for the  $i$  th course,  $(GP)_i$  = the grade point obtained for the  $i$  th course (refer 16.1 / 16.2) ,  $n$  = total number of courses and the sum is over all the courses taken in that semester, including those in which the student has secured 'F' and 'Ab' grades.

(ii) For the cumulative grade point average (CGPA) following formula is used:

$$CGPA = \frac{\sum_1^r S_i X (SGPA)_i}{\sum_1^r S_i}$$

where  $S_i$  = Sum of credits in  $i$  th semester,  $(SGPA)_i$  = Semester Grade Point Average earned in  $i$  th semester and  $r$  = number of semesters and the sum is over all the semesters under consideration.

(iii) The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts.



### 13 Eligibility for the Award of the Degree

A Student shall be declared to be eligible for the award of the Degree provided if,

- **Regular Students:** The student has successfully completed the course requirements and has passed all the prescribed examinations in all the SIX semesters within a maximum period of FIVE years reckoned from the commencement of the first semester to which the candidate was admitted.
- **Lateral Entry Students:** The student has successfully completed the course requirements and has passed all the prescribed examinations in all the FOUR semesters (III-VI) within a maximum period of FOUR years reckoned from the commencement of the third semester to which the candidate was admitted.
- No disciplinary action is pending against the student.

### 14 Degree Award Classification

Class / Distinction will be awarded to the students after they successfully complete the Under-graduate programme as per norms given in the following table:

#### 14.1 Regular Candidates

Category	CGPA (From I – VI semesters)	Class
Students who successfully complete the Under Graduate Programme within the time duration of 6 semesters	$\geq 4$ & $< 5$	Third Class
	$\geq 5$ & $< 6$	Second Class
	$\geq 6$ & $< 8$	First Class
	$\geq 8$ (without F or Ab or temporary withdrawal – R8.1 in any semester)	First Class with Distinction
	$\geq 8$ (with F or Ab in any semester but obtained pass grade (0 to P subsequently)	First Class
Students who cannot complete the Under Graduate programme in 6 semesters but complete it successfully within the time duration of 7 semesters	$\geq 4$ & $< 5$	Third Class
	$\geq 5$ & $< 6$	Second Class
	$\geq 6$	First Class
Students who cannot complete	$\geq 4$ & $< 5$	Third Class

the Under Graduate programme in 7 semesters but complete within the time duration of 10 semesters.	$\geq 5$	Second Class
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## 14.2 Lateral Entry Candidates

Category	CGPA ( From III – VI Semesters)	Class
Students who successfully complete the Under Graduate Programme within the time duration of semesters	$\geq 4 \text{ \& } < 5$	Third Class
	$\geq 5 \text{ \& } < 6$	Second Class
	$\geq 6 \text{ \& } < 8$	First Class
	$\geq 8$ (without F or Ab or temporary withdrawal – R8.1 in any semester )	First Class with Distinction
	$\geq 8$ ( with F or Ab in any semester but obtained pass grade ( 0 to P) subsequently)	First Class
Students who cannot complete the Under Graduate programme in 4 semesters but complete it successfully within the time duration of 5 semesters	$\geq 4 \text{ \& } < 5$	Third Class
	$\geq 5 \text{ \& } < 6$	Second Class
	$\geq 6$	First Class
Students who cannot complete the Under Graduate programme in 5 semesters but complete within the time duration of 8 semesters.	$\geq 4 \text{ \& } < 5$	Third Class
	$\geq 5$	Second Class

## 15.0 Regulation and Curriculum Revision

The Institution may from time to time revise, amend or change the regulations, scheme of examinations and syllabi as found necessary.