

PSG INSTITUTE OF TECHNOLOGY AND APPLIED RESEARCH
COIMBATORE – 641 062
(Autonomous Institution Affiliated to Anna University)



2026 Regulations

for

B.Des. Degree Programme

PSG INSTITUTE OF TECHNOLOGY AND APPLIED RESEARCH

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2026 REGULATIONS FOR FOUR-YEAR B.Des. DEGREE PROGRAMME (for students admitted in academic year 2026 – 2027, and subsequently, under Choice-Based Credit System)

NOTE: The regulations hereunder are subject to amendments as may be made by the Academic Council of the college from time to time. Any or all such amendments will be effective from such date, and to such batches of students (including those already undergoing the programme) as may be decided by the Academic Council.

1. PRELIMINARY DEFINITIONS AND NOMENCLATURE

1.1. In the following regulations unless the context otherwise requires:

1.1.1. Programme means B.Des. degree programme.

1.1.2. Choice-Based Credit Systems (CBCS) is a flexible system of learning that permits students to learn at their convenient time, choose courses from a wide range of elective courses, adopt an inter/multi-disciplinary approach in learning and make the best use of the expertise of available faculty.

1.1.3. Course means a theory or theory cum studio or studio subject that is normally studied in the semester.

1.1.4. University refers to Anna University, Chennai.

1.2. CONDITIONS FOR ADMISSION

Students for admission to the first semester of B.Des. degree programme shall be required to satisfy the conditions of admission prescribed by the University and Government of Tamil Nadu.

2. DURATION OF THE PROGRAMME

2.1. Minimum Duration: The programme will extend over a period of four years leading to the Degree of Bachelor of Design (B.Des.) from Anna University. The four academic years will be divided into eight semesters with two semesters per academic year. Each semester shall normally consist of 90 working days including examination days.

2.2. Maximum Duration: The student shall complete all the passing requirements of the B.Des. degree programme within a maximum period of 7 years; these periods are reckoned from the commencement of the semester to which the student was first admitted to the programme.

3. B.Des. PROGRAMME OFFERED

Design is the branch of study under B.Des. degree programme.

4. STRUCTURE OF PROGRAMME

- 4.1. **Course Work:** The course work of the odd semesters will normally be conducted in odd semesters and that of even semesters, in even semesters.
- 4.2. **Curriculum:** The curriculum will comprise courses of study as given in *section 17* in accordance with the prescribed syllabi. The hours per week mentioned for each course refers to periods per week. The curriculum consists of:
 - 4.2.1. **Building Sciences and Applied Engineering (BS & AE)** courses that include the professional courses that must be compulsorily studied.
 - 4.2.2. **Humanities (HUM)** courses that include courses on language and heritage.
 - 4.2.3. **Professional Core (PC)** courses that include those courses that must be compulsorily studied.
 - 4.2.4. **Professional Elective (PE)** courses that include the elective courses that can be chosen from a pool of courses that are specific/specialized/advanced/supportive to the students' proficiency.
 - 4.2.5. **Professional Ability Enhancement (PAE)** courses that include those courses that enhance professional abilities of the students in academic and professional contexts.
 - 4.2.6. **Skill Development (SD)** courses that include those courses that enhance specific abilities and competencies of the students in academic and professional contexts. These courses also include Industry-Oriented Courses that facilitate students to expand their knowledge and skills in niche areas, meeting the requirements of industries.
 - 4.2.7. **Value-Added (VA)** courses that include courses that provide additional value to the programme by enhancing the knowledge and skills of the students. However, these courses are not mandatory for the successful completion of the programme.
 - 4.2.8. **Mandatory Courses (MC)**
 - 4.2.9. **Induction Programme (IP)** and
 - 4.2.10. **AICTE Activity Point Programme**

4.3. Professional Elective Courses: Every student shall opt for professional electives from the list of electives of the respective degree programme given in *section 17*, in consultation with faculty mentor. A student shall study six professional elective courses. These professional elective courses will be offered from the 5th semester to the 7th semester. The minimum number of credits to be earned for professional elective courses is 18. A minimum registration of 15 students is required to offer a professional elective course.

Students can opt out of a maximum of three elective courses by studying online courses subject to the conditions that a student can register for a maximum of two such courses in the applicable semester and that the total number of credits for all courses (including online courses) in a semester does not exceed 36.

4.4. Online Course (SWAYAM/NPTEL): Students can register and earn credits for SWAYAM/NPTEL courses approved by the department committee consisting of the head of the department, the programme coordinator, and a faculty member who is a subject expert. The list of SWAYAM/NPTEL courses is to be approved by the Academic Council on the recommendation of the chairperson of the respective board of studies before the beginning of the corresponding semester or may be ratified in the subsequent Academic Council meeting, as approved by the head of the institution.

Students may pursue SWAYAM/NPTEL courses from 4th semester to 7th semester to get exemption for professional elective courses in the subsequent semesters. Any SWAYAM/NPTEL course studied by a student during break of study period shall not be considered for exempting a professional elective course. The NPTEL courses of duration 12 weeks will be considered as 3-credit courses. The mapping of the marks with the grades is given in Table 1.

Table 1 Grade Assignment based on SWAYAM/NPTEL Mark

Letter Grade	Mark Range	Grade Point (g)
S	91 - 100	10
A+	81 - 90	9
A	71 - 80	8
B+	66 - 70	7
B	61 - 65	6.5
C+	56 - 60	6
C	50 - 55	5
U	< 50	0

- 4.5. Internship:** Every student must undergo summer internship training after the 4th and 6th semesters, immediately after the end-semester examinations. Each internship must be for a period of 45 days focusing on industry experience in an organisation approved by the department.
- 4.6. Project Work:** Every student shall be required to undertake a suitable project in industry / research organisation / department in consultation with the head of the department and the faculty member guide, and submit the project report thereon at the end of the semester in which the student registered for the project work on date announced by the college/department. The students shall register for the Collaborative Project I in 4th semester, Collaborative Project II in the 6th semester, Entrepreneurship Project in 7th semester and Design Synthesis Project in 8th semester.
- 4.7. Educational/Study Tour** is a mandatory requirement. The tour is to assist and consolidate learning of course contents by acquainting students not only with professional practice but also with the culture and context of a region. Each student after successfully completing the educational tour shall submit a report conveying an overall understanding of the culture and the context of the region, through different modes as found appropriate such as sketches, analysis, cognitive mapping, digital documentation, essays, etc.
- 4.8. Induction Programme:** All students shall undergo an induction programme at the beginning of the first semester for a duration of three weeks as per the guidelines of All India Council for Technical Education (AICTE). A student completing the induction programme will be awarded a completed grade in the grade sheet, and only the students who complete the induction programme shall be considered as eligible for award of degree subject to satisfying other conditions. A student who does not complete the induction programme in the first semester shall redo the same in the subsequent semester.
- 4.9. AICTE Activity Point Programme:** Every student is required to earn activity points by performing community service and allied activities, in addition to earning the required academic credits. The student is required to earn a minimum of 100 activity points. Three hours of participation is equivalent to one activity point. From the 2nd semester to the 6th semester, 20 activity points are to be earned every semester, by performing the activities during the weekends and/or holidays during the semester. These activities will be coordinated by NSS / NCC / Sports / Saansad Adarsh Gram Yojana (SAGY) coordinator / career development centre (CDC) and/or the student department.

Every student is required to prepare a file containing documentary proof of activities done by him/her. This file will be duly verified by NSS / NCC / Sports /

Saansad Adarsh Gram Yojana (SAGY) coordinator / career development centre / department. The student will be provided with a certificate by the coordinator concerned and head of the institution.

The student should earn all the specified activity points before he/she appears for his/her end-semester examinations. The activity points students have earned will be mentioned in the student's transcript. However, there will be neither grade/marks for these activity points (these points will not be accounted for CGPA calculation). If a student fails to earn all the prescribed activity points, the 8th semester grade sheet shall be issued only after earning those activity points.

4.10. Mandatory Courses: The student shall study the mandatory courses prescribed and the grade will be mentioned in the grade sheet. However, it will not be considered for computation of CGPA.

4.11. Course Registration and Enrollment:

4.11.1. On admission, each student shall be assigned to a faculty mentor/advisor for the entire duration of the programme. During course enrollment, the faculty mentor will advise the student about the details of the academic programme and the choice of courses considering the student's academic background and career objectives. The student shall register for all the courses prescribed in the curriculum in the student's first semester of study.

4.11.2. From third semester onwards, the student has the option to drop one theory course (except professional core courses) in a semester.

4.11.3. In case of a student dropping a course of study in any semester, he/she shall register for that course in the next semester in which it is offered and earn necessary attendance in that course to become eligible to appear for the end-semester examination in that course. However, a student cannot drop the courses comprising Design Studios, Dissertation, Internship and Project. The students have to register for these courses in the respective semesters as per curriculum only.

4.11.4. The maximum number of credits the student can register in a particular semester cannot exceed 36 including online courses and courses for which the student has registered for redo.

4.11.5. The courses to be offered in any semester for candidates who need to reappear or have attendance shortage, etc. will be decided by the head of the department.

4.11.6. After registering for a course, a student shall attend classes, satisfy the attendance requirements, earn continuous assessment marks, and appear for the end-semester examinations.

The enrollment for the courses of the 2nd semester to 8th semester will commence 10 working days prior to the last working day of the preceding semester. The student shall confirm the enrollment by registering for the courses within the first 5 working days from the commencement of the respective semester.

The student shall enroll for the courses with the guidance of the faculty mentor.

If the student wishes he/she may drop a course within 5 working days from the commencement of the corresponding semester and complete the registration process duly authorised by the faculty mentor.

4.12. Credit Assignment: Each course is assigned a certain number of credits based on Table 2.

Table 2 Contact Period per Week and Credits

Contact Period per Week	Number of Credits
One lecture period	1
One tutorial period	1
One studio or project work period	0.5

4.13. Minimum Credits: The minimum number of credits to be earned through successful completion of the courses of study to qualify for the award of degree is 168 and the maximum number of credits is 172.

4.14. Medium of instruction: English is the medium of instruction for lectures and examinations. For the mandatory courses Heritage of Tamils and Tamils and Technology, the medium of instruction for lectures is Tamil; however, the student has the option to write the examinations in Tamil or English.

5. REQUIREMENTS OF ATTENDANCE AND PROGRESS

5.1. A student will be qualified to appear for end-semester examination in a particular course of a semester only if he/she has satisfied the attendance requirements as per the norms given below:

5.1.1. Shall secure not less than 75% attendance in that course.

5.1.2. If a student secures attendance 65% or more but less than 75% in any course in the current semester due to medical reasons (hospitalisation/accident/specific illness) or due to participation in the college/university/state/national/international level sports events with permission from the head of the institution, the student shall be given exemption from the prescribed attendance requirement and the student shall be permitted to appear for the end-semester examinations of that course.

5.1.3. His/her progress has been satisfactory and

5.1.4. His/her conduct has been satisfactory.

5.2. A student shall normally be permitted to appear for end-semester examinations of the course if the student has satisfied the attendance requirements and has registered for examination in those courses of that semester by paying the prescribed fee.

- 5.2.1. Students who do not satisfy sections under section 5.1 will not be permitted to appear for the end-semester examinations / evaluation of that course. The student has to register and redo that course in a subsequent semester when it is offered next, earn necessary attendance and continuous assessment marks and appear for end-semester examinations.
- 5.2.2. If the total number of redo courses (except mandatory courses) at the end of any semester is more than two, the student will not be eligible to register for next immediate semester courses. Such students will be permitted to register for those courses only when offered next, subject to fulfilment of the condition that the maximum number of credits in that semester does not exceed 36.
- 5.2.3. If a student with more than two redo courses (except mandatory courses) is in the last batch of his/her current regulations, then he/she has to redo the equivalent courses from the next regulations when they are offered. If such equivalent courses are not available in the next regulations, he/she has to complete the redo courses in a self-study mode, by getting prior approval from the head of the department who will nominate a faculty member for the periodic monitoring and evaluation of the course.
- 5.2.4. A student who has already appeared for a course in a semester and passed the examination is not entitled to reappear in the same course for improvement of grades/marks.
- 5.2.5. In respect of students who complete a part of the academic programme either one or two semesters under the student exchange scheme in approved foreign universities, the transfer of credits of equivalent courses successfully completed by them in the foreign university will be approved. For the remaining courses of the respective semester(s) which they have not studied in the applicable regulation, they shall register for those courses within the next two or subsequent semesters on a self-study basis, and the scheme of evaluation applicable for those courses will be followed, subject to the condition that the maximum number of credits in that semester does not exceed 36. Such an appearance of the student in those courses will be treated as the first appearance for the purpose of classification.

6. DISCIPLINE

- 6.1. Every student is required to observe discipline and decorum both inside and outside the college and not indulge in any activity which will bring down the reputation of the college. The head of the institution shall constitute a disciplinary committee to enquire into acts of indiscipline and notify the punishment.
- 6.2. If a student indulges in malpractice in any of the examinations, he/she shall be liable for punitive action as decided by the head of the institution.

7. PROCEDURE FOR REJOINING THE PROGRAMME

A student who desires to rejoin the programme after a period of discontinuation or who upon his/her own request is permitted by the authorities to study, may join the semester which he/she is eligible or permitted to join, only at the time of its normal commencement for a regular batch of students, and after obtaining the approval from the Commissioner of Technical Education and the University. No student will, however, be enrolled in more than one semester at any time.

8. ASSESSMENT AND PASSING REQUIREMENTS

8.1. Assessment: The assessment will comprise end-semester examination (ESE) and/or continuous assessment (CA), carrying marks as specified in the scheme in *section 17*. The continuous assessment marks will be awarded by assessing the student continuously during the semester. The assessment for all the courses will be done on the absolute grading system. For the purpose of reporting on the performance of a student, letter grades and grade points will be awarded as specified in *section 8.3*.

8.2. End-Semester Examinations: End-semester examinations will normally be conducted during October/November and during March/April of each year. Reappearance examinations may be conducted at such times as may be decided by the college. A student will be permitted to appear for the end-semester examination in a course, only if he/she has completed the study of that course.

8.3. Grade and Grade Point: Each student, based on his/her performance, will be awarded a letter grade and grade point as specified in *section 8.3.1* for each course at the end of each semester by following the absolute grading system.

8.3.1. Absolute Grading System: The mark range, letter grade and grade point for the absolute grading system are given in Table 3.

Table 3 Absolute Grade: Mark Range, Letter Grade and Grade Point

Mark Range	Letter Grade	Grade Point (g)
91 - 100	S (Outstanding)	10
81 - 90	A+ (Excellent)	9
71 - 80	A (Very Good)	8
66 - 70	B+ (Good)	7
61 - 65	B (Above Average)	6.5
56 - 60	C+ (Average)	6
50 - 55	C (Satisfactory)	5
< 50	RA (Re-appearance)	0
-	SA (Shortage of Attendance)	0
-	W (Withdrawal of Course)	0

8.3.2. Cumulative Grade Point Average: After the completion of the programme, the cumulative grade point average (CGPA) from the semester in which the student has joined first to the final semester is calculated using the relationship:

$$CGPA = \frac{\sum g_i \times C_i}{\sum C_i}$$

where, g_i is grade point secured for i^{th} course. C_i is credit allotted for the i^{th} course.

8.3.3. Passing a course: A student shall be deemed to have passed theory courses, theory cum studio courses and studio courses with continuous assessment and end-semester examination components:

8.3.3.1. If he/she secures a minimum of 45% of total marks in the end-semester examination and

8.3.3.2. If he/she secures a minimum of 50% of total marks (continuous assessment + end-semester examination put together).

A student shall be deemed to have passed in any other course carrying only continuous assessment marks, if the total mark secured by him/her is at least 50% of total marks.

8.3.3.3. If a student fails to secure a pass in a theory, theory cum studio and studio course, the student shall register and appear only for the end-semester examination in the subsequent semester. In such cases, the continuous assessment marks obtained by the candidate in the first appearance shall be retained and considered valid for the second attempt also. However, from the third attempt onwards if a candidate fails to obtain pass marks (continuous assessment + end-semester examination), then the candidate shall be declared to have passed the examination if he/she secures a minimum of 50% marks prescribed for the end-semester examinations alone.

8.3.3.4. If the course in which the student has failed is a professional elective, the student may be permitted to register for the same course and attend the end-semester examination or register for any other professional elective course, in the subsequent semesters, and attend the classes and fulfil the attendance requirements as specified in *section 5*.

8.3.3.5. A student who after having earned necessary attendance is absent in the end-semester examination in any theory course (other than professional courses) has to register for the subsequent examination in that theory course when it is offered next time.

8.3.3.6. If the student after having earned necessary attendance is absent in the end-semester examination in any professional elective course, the student may be permitted to register for the same course and attend the end-semester examination or register for any other professional elective, in the subsequent semesters, and attend the classes and fulfil the attendance requirements as specified in *section 5*.

- 8.3.3.6.1.** A student who after having earned necessary attendance is absent for end-semester examination or has failed in any studio course with continuous assessment and end-semester examination components will be solely assessed based on the end-semester examinations when it is offered next time.
- 8.3.3.6.2.** For any course carrying only continuous assessment marks, if the student does not meet the attendance requirements or fails to secure at least 50% of total marks, the student must register in the subsequent semester when the course is offered and attend the class and fulfil the attendance requirements and pass the examinations.
- 8.3.3.6.3.** A student who has earned necessary attendance in the project work course but does not submit the report on project work on or before the date specified by the college/department, he/she shall be deemed to have failed in the project work and will be awarded grade RA. He/she will have to register for the same at the beginning of the subsequent semester, redo and submit the project report at the end of that semester and appear for the end-semester examination, after earning the continuous assessment mark afresh.
- 8.3.3.6.4.** A student who has earned necessary attendance in the project work course but whose project report is not accepted for reasons of incompleteness or other serious deficiencies will be treated as absent and will have to register for the same at the beginning of the subsequent semester, redo and submit the project report at the end of that semester and appear for the end-semester examinations, after earning the continuous assessment mark afresh.
- 8.3.3.6.5.** A student who has submitted the report on project work, but could not appear for the end-semester examination on the scheduled date, shall be deemed to have failed in the project work and awarded grade RA and will have to register for the same at the beginning of the subsequent semester, redo and submit the project report at the end of that semester and appear for the end-semester examination, after earning the continuous assessment mark afresh. The same shall be applicable also to candidates who fail to secure pass marks in the project work.
- 8.3.3.6.6.** A student who is not eligible to take the end-semester examination in any course due to lack of attendance will be awarded grade SA and the student has to register for that course again, when offered next, attend the classes and fulfil the attendance requirements as per *section 5*. If the course in which the student has lack of attendance is a professional elective course, the student may register for the same or any other professional elective course in the subsequent semesters.
- 8.3.3.6.7.** A student after registering for a course may withdraw his/her registration between first and second continuous assessment test for valid reasons.
- 8.3.3.6.8.** In case of credit transfer while undergoing a programme in other universities/institutions, as approved by the head of the institution, out of the required six professional electives to be studied, a student has to study a minimum of three professional electives from the list of professional electives prescribed in their scheme of courses of study. The remaining three professional electives can be studied either from the list of electives prescribed in the scheme of study of the

department or as online courses/special courses by obtaining equivalence.

If a student has studied more than six professional electives in total, the six courses with the next highest grade among all remaining courses alone will be considered for calculation of CGPA. The grades obtained in all other remaining courses will also appear in the grade sheet.

- 8.3.3.6.9.** A student who is absent in the end-semester examination of a course after registering for the same will be considered to have appeared and failed in that examination and awarded grade RA.

8.3.4. Scheme of Evaluation

8.3.4.1. Theory Courses (CA: 40% + ESE: 60% Total: 100 marks)

Evaluation Component	Internal Assessment Marks
Internal test - I (for 60 marks)	10
Internal test - II (for 60 marks)	10
Assignment - I (for 20 marks)	5
Assignment - II (for 20 marks)	5
Objective test (for 20 marks)	10
Total internal assessment marks	40

The end-semester examination is for 100 marks with a duration of 3 hours. Objective tests are to be conducted using the LMS platform. There will be one objective test for all the theory courses offered in the given semester and marks obtained course wise will be considered for the respective courses.

8.3.4.2. Theory cum Studio Courses (CA: 50% + ESE: 50% Total: 100 marks)

Evaluation Component	Internal Assessment Marks
Internal test – I	10
Assignment/Tutorial/CCAT – 1	5
Assignment/Tutorial/CCAT – 2	5
Models, drawings, study, seminar and record work – I	15
Models, drawings, study, seminar and record work – II	15
Total Internal Assessment Marks	50

The end-semester examination is for 100 marks with a duration of 3 hours, for Studio or Practical portion only.

8.3.4.3. Studio Courses (CA: 60% + ESE: 40% Total: 100 marks)

Evaluation Component	Assessment Marks
Pre-laboratory work, observation and record work	40
Model examination	20
Total internal assessment marks	60
End semester examination	
Laboratory examination	30
Viva-voce	10
Total end semester examination marks	40

8.3.4.4. Internship (CA: 100% Total: 100 Marks)

Evaluation Component	Internal Assessment Marks
Presentation	
Guide	15
Committee	15
Report	
Guide	20
Committee	20
Viva voce	30
Total internal assessment marks	100

8.3.4.5. Project work (CA: 60% + ESE: 40% Total: 100 Marks)

Evaluation Component	Assessment Marks
Presentation - I	
Guide	10
Committee	10
Presentation - II	
Guide	10
Committee	10
Report Evaluation	20
Total internal assessment marks	60
End semester examination	
Presentation	10
Viva-voce	10
Report evaluation	10
Guide	10
External Examiner	10
Total End-semester examination marks	40

End-semester examination is to be conducted by an industry personnel / external faculty member recommended by the head of the department, in the presence of the guide.

8.3.4.6. Mandatory Courses I and II (CA: 100% Total: 100 Marks)

Evaluation Component	Internal Assessment Marks
Internal test - I	50
Internal test - II	50
Total internal assessment marks	100

8.3.4.7. AICTE Activity Point Programme Courses (CA: 100%)

Evaluation Component	Internal Assessment Marks
Report - I	50
Report - II	50
Total internal assessment marks	100

Every student is required to prepare and submit a report with documentary proof of activities for each assessment component.

8.3.4.8. Online courses (ESE: 100%)

For online courses, grading will be done as specified in *section 4.4*.

9. CONDUCT OF ACADEMIC AUDIT BY THE DEPARTMENT

All faculty members shall strive to improve the performance of students by assessing their performance in their respective internal assessment components and provide appropriate individual feedback to students for improvement. The head of the department shall nominate two senior faculty members as department's internal academic auditors. The internal academic auditors shall assess the academic activities of the department twice in a semester at appropriate intervals and submit the report to the head of the institution through the head of the department.

Similarly, the performance of the students in their end-semester examinations shall be evaluated after the publication of the result, in the department meeting, and appropriate feedback shall be given to the students by their respective faculty mentors.

The head of the department shall arrange to conduct another academic audit once every year for all the courses conducted through an external expert.

The academic audits shall cover verification of all the academic records pertaining to the regulation, attendance and assessment, attainment of course outcomes (and programme outcomes where applicable), and assessment of the overall teaching-learning process. Appropriate action shall be taken based on the audit reports, to improve the academic process. Academic documents should be available with the faculty member / department for 5 years.

10. QUALIFICATION FOR AWARD OF DEGREE

A student shall be declared to have qualified for the award of B.Des. degree provided:

- 10.1.** The student has successfully completed the course requirements and has passed all the prescribed courses of study of the respective programme.
- 10.2.** No disciplinary action is pending against the student.

11. CLASSIFICATION OF DEGREE

Classification of a student while awarding the degree will not be affected if the student has to redo courses which are mandatory in nature (i.e. having no credit but whose completion is compulsory for the award of degree).

11.1. FIRST CLASS WITH DISTINCTION

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

- 11.1.1.** Should have passed the end-semester examination in all the courses of all the eight semesters in his/her first appearance within five years which includes authorised break of study of one year. The authorised withdrawal from examination will not be considered as an appearance.
- 11.1.2.** Should have secured a CGPA of not less than 8.50.
- 11.1.3.** One-year authorised break of study (if availed) is included in the five years for award of first class with distinction.
- 11.1.4.** Should not have been prevented from writing the end-semester examination due to lack of attendance in any of the courses.

11.2. FIRST CLASS

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

- 11.2.1.** Should have passed the examination in all the courses of all eight semesters within five years.

11.2.2. 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 five years for award of first class.

11.2.3. Should have secured a CGPA of not less than 6.5.

11.3. SECOND CLASS

All other students who qualify for the award of the degree shall be declared to have passed the examination in second class.

12. WITHDRAWAL FROM EXAMINATION

12.1. A student may, for valid reasons, be granted permission to withdraw from appearing for the examination in any course or courses of only one semester if he/she does not have any history of reappearance courses at the time of request for withdrawal. Prior permission for withdrawal from semester examinations is to be obtained from the head of the institution. Only one application for withdrawal is permitted for end-semester examinations in which withdrawal is sought, for the entire duration of study whatever the reasons may be.

12.2. Withdrawal application shall be valid only if the student is otherwise eligible to write the examination and if it is made prior to the commencement of the examination in that course or courses and also recommended by the head of the department.

12.3. For any course that may be withdrawn by the student in the final semester of the programme, supplementary examination shall be conducted within 30 working days from the date of publication of the results.

12.4. For courses comprising Design Studios, Dissertation, Internship and Project, if a student has submitted the portfolio/report within the stipulated date and obtains withdrawal from viva-voce examination, he/she can appear for a supplementary viva-voce examination with the same jury as the regular examination with the portfolio/report that has been submitted already. There is no option to submit an improved portfolio/report. The supplementary viva-voce examination shall be conducted within a maximum period of 30 working days from the date of publication of results.

13. TEMPORARY BREAK OF STUDY FROM THE PROGRAMME

13.1. A student is permitted to go on break of study for a fixed period of one year as a single break in the entire course of study.

13.2. A student is not normally permitted to temporarily break the study. However, if a student intends to temporarily discontinue the programme, the student has to apply to the head of the institution through the head of the department, not later than the last date of the first assessment period. Notwithstanding the requirement of mandatory first assessment period, applications for break of study for special cases viz. prolonged hospitalisation, accidents will be considered on the merit of the case

- 13.3. A student is permitted to rejoin the programme at the respective semester as and when it is offered after the break, subject to the approval of Commissioner of Technical Education and Anna University, Chennai, and shall be governed by rules and regulations in force at the time of rejoining.
- 13.4. The duration specified for passing all the courses for the purpose of classification shall be increased by the period of such break of study permitted.
- 13.5. The total period for completion of the programme reckoned from the commencement of the semester to which the student was first admitted shall not exceed the maximum period irrespective of the period of break of study in order that he/she may be qualified for the award of the degree.
- 13.6. If any student is detained for want of requisite attendance, progress and conduct, the period spent in that semester shall not be considered as permitted break of study and is not applicable for such cases.

14. FACULTY MENTOR

To help students in planning their courses of study and for general guidance for completing the academic programme and for possible career opportunities, the head of the student department will assign a group of students to a faculty member, who shall function as faculty mentor for the students throughout the period of study. The faculty mentor shall advise the mentees, monitor their attendance and progress, and counsel them periodically. If necessary, the faculty mentor may also discuss with or inform the respective parents about the progress of the mentees concerned. The number of students assigned to a faculty mentor will be decided by the head of the department, and the number, in general, shall not exceed 30.

14.1. The responsibilities of the faculty mentor shall be:

- To help students understand the regulations of study, and their rights and responsibilities.
- To inform code of conduct to be maintained in the campus.
- To inform the students about the various facilities and activities available to enhance the student's curricular and co-curricular activities.
- To guide students in choosing courses for registration.
- To monitor the academic and general performance of the students including attendance and to counsel them accordingly.
- To collect and maintain the academic and co-curricular records of the students.
- To facilitate and collect students' feedback about the course and course instructor, and the programme's exit survey.
- To provide all the details of the academic programme including feedback, training, scholarship, placement and co-curricular and extra-curricular activities of the students to the department.

15. COURSE COMMITTEES

A theory course handled by more than one faculty member shall have a common course committee, composed of all the faculty members teaching that course. One of the senior faculty members shall be nominated as course coordinator by the head of the institution. The committee shall be constituted within 15 days from the commencement of the semester. The first meeting of the committee shall be held within 15 days from the date of formation of the committee. The lesson plan, books and references to be followed shall be decided in the first meeting. Two or three subsequent meetings in a semester may be held at suitable intervals. In addition, the committee shall meet to ensure uniform evaluation of continuous assessments after arriving at a common scheme of evaluation for the assessments. Wherever feasible, the Common Course Committee shall prepare a common question paper for the continuous assessment tests also. The question paper for the end-semester examination will be a common question paper.

16. CLASS COMMITTEES

The class committee shall comprise all the faculty members handling courses of a particular semester for the class, and a minimum of 6 students (with the proper mix of girls and boys, as applicable) from the class. One of the faculty mentors of the class, nominated by the head of the department as class advisor, shall coordinate the class committee activities. The committee shall be constituted by the head of the department within 10 days from the commencement of semester. The class committee meeting will be chaired by the head of the department. The class advisor shall prepare the minutes of the meeting.

16.1. The functions of the class committee are as follows:

- The first meeting of the class committee shall be held within 10 days from the date of formation of the committee.
- Two or three subsequent meetings in a semester may be held at suitable intervals.
- During these meetings, the student members shall meaningfully interact and express their opinions and suggestions on behalf of all the students to improve the effectiveness of the teaching-learning process.