

## **PART- I**

### **COMMON REGULATIONS APPLICABLE TO ALL COURSES OFFERED BY THE UNIVERSITY**

#### **1.0 PRELIMINARY DEFINITION AND NOMENCLATURE**

In this Regulation,

- i) "Programme" means Degree Programme, for example B.Tech, BDS, M.B.B.S, B.Pharm, B.Sc, B.Com, etc.
- ii) "Discipline" means specialization or branch of Degree Programme, like Engineering & Technology, Dental, Medical, Computer Applications, Management Studies, Humanities & Sciences etc.
- iii) "Course" means a theory or practical subject that is normally studies in a semester like Mathematics, Physics, etc.
- iv) "Registrar" means the authority of the University who is responsible for all academic activities for implementation of relevant rules of this Regulations pertaining to the Academic Programmes.
- v) "Dean" means the Head of the Faculty.
- vi) "Head of the Department" means Head of the Department concerned.
- vii) "Controller of Examinations" means the authority of the University who is responsible for all activities of the University Examinations.
- viii) "University" means Dr.M.G.R.Educational and Research Institute Deemed to be University, Chennai.
- ix) "Management" means President of Dr.M.G.R Educational and Research Institute Deemed to be University.

#### **2.0 ADMISSION POLICY**

- 2.1 Admission to all the Programmes of all the Faculties (Except the Faculty of Humanities and Sciences) will be done inviting applications from candidates all over India and /or through Admission Tests by the University. However, candidates who have appeared for other entrance tests conducted by recognized agencies, approved by the Ministry of HRD / UGC, will also be considered for admission. Foreign students can be admitted following the guidelines of MHRD and UGC.
- 2.2 For courses offered under Humanities & Sciences, the admission will be done on an All India Basis based on the marks obtained in their qualifying examinations.

- 2.3 Admission will be done under Lateral Entry scheme for certain faculties (See Regulations of respective faculties)

### **3.0 STRUCTURE & DURATION OF PROGRAMME**

- 3.1 All courses offered by the University (Except the courses offered by the Faculty of Dental Surgery and Faculty of Medicine and Faculty of Allied Health Sciences) follow semester pattern.

- 3.1.1 Every program will have a curriculum with syllabi consisting of Core and Elective Courses such as:

- i) General Core Courses comprising Basic Sciences, Language Skills and Humanities
- ii) Departmental Core Courses to develop proficiency
- iii) Elective Courses for specialization in related fields and broadening utility based knowledge in peripheral and related areas. It shall generally be interdisciplinary in character.
- iv) Courses shall include lectures, tutorials, laboratory, seminar, project work, practical training, report writing, tests, examinations, viva voce, etc., to meet effective teaching/learning needs.

- 3.2 Except for Medical, Allied Health Sciences and Dental courses where credit system is not followed now, each course is normally assigned certain number of credits on the basis of 01 Credit per lecture period per week, 01 Credit per tutorial period per week, 01 Credit for 3 periods of laboratories, Practical or seminar or project work per week and 01 Credit for 4 weeks of industrial training during semester vacations. Each period is approx. 55 minutes of instruction.

- 3.3 The University will permit transfer of credits on courses taken in other recognized institutions. In addition, students from other institutions may join this University by the same transfer of credits system by noting equivalence of courses by duly constituted committee of the concerned Department. It is applicable both for UG/PG programmes.

- 3.4 Each semester curriculum shall normally have a prescribed number of courses. There are provisions both for fast learners and slow learners.

- 3.5 For the award of the degree, following credit pattern, a student has to earn certain minimum total number of credits specified in curriculum of the relevant branch of study (vide Sec. 26.1).

3.6 The medium of instruction, including tests, examination and project report shall be English, except for courses on languages other than English.

3.7 Duration of the programme (Refer respective programme details.)

#### **4.0 REQUIREMENTS FOR COMPLETION OF A SEMESTER**

4.1 A semester is defined as 15 weeks of instruction followed by a week of preparation and Examination.

4.2 A candidate who has fulfilled the following conditions shall be deemed to have satisfied the requirements for the completion of a semester:

- i) He / She secures not less than 75% attendance in a given semester taking into account the total number of periods in all courses put together attended by the candidate, as against the total number of periods in all courses offered during that semester subjected to Sec. 26.0.
- ii) He / She earn a progress certificate from the Controller of Examination for having satisfactorily completed all the courses in that semester, as prescribed from time to time with the knowledge of the Departmental Head.
- iii) His / Her conduct is considered to be satisfactory unless and otherwise notified by the Head of the Department.

4.3 Candidates who do not complete the two semesters of an academic year (as per Sec. 4.1), will not be permitted to write the end semester examination and are not generally allowed to proceed to the next academic year.

They are required to repeat the incomplete courses of the semester in the next academic year.

#### **5.0 ACADEMIC ADVISING**

##### **5.1 FACULTY ADVISER**

To help the students in planning their courses of study and for general advise on the academic programmes, the Head of the Department will allocate a certain number of students to a teacher of the Department who shall function as Faculty Adviser for those students throughout their period of study. Such a Faculty Adviser shall advise the students, monitor the courses taken by the students, check the attendance and progress of the students attached to him/her and counsel them periodically. If necessary, the Faculty Adviser may also discuss with or inform the parents

about the progress of the students through the concerned authorities (progress of students will be posted in the website which can be accessed by parents).

## **5.2 CLASS ADVISOR**

There shall be a class advisor for each class. The class advisor will be one among the course instructors of the class. He / She will be appointed by the Head of the Department concerned. The class advisor is the ex-officio member and the Convener of the class committee.

## **6.0 CLASS COMMITTEE**

6.1 A Class Committee consists of teachers of the concerned class and student representatives; will be chaired by a faculty member (preferably the year incharge) to address the needs and improving the teaching-learning process.

The functions of the Class Committee include:

- ❖ Attending to the problems experienced by students in the classroom and in the laboratories
- ❖ Clarifying the regulations of the degree program and the details of rules therein
- ❖ Informing the student representatives about the academic schedule including the dates of assessments and the syllabus coverage for each assessment
- ❖ Informing the student representatives about the details of regulations regarding weightage used for each assessment. In the case of Practical courses (laboratory / drawing / project work / seminar / etc.) the break-up of marks for each experiment / exercise / module of work, should be clearly discussed in the class committee meeting and informed to the students
- ❖ Analyzing the performance of the students of the class after each test and finding the ways and means of solving problems, if any
- ❖ Identifying weak students, if any, and requesting the teachers concerned to provide some additional help or guidance or Coaching such weak students

- ❖ Generally maintaining a close relationship between the teachers and the taught
- 6.2 The Class Committee for a class under a Particular branch is normally constituted by the Head of the Department. However, if the students of different branches are mixed in each class of the first semester, the Class Committee is to be constituted by the respective Dean after consulting the respective Head of the Department.
- 6.3 The Class Committee shall be constituted on the first working day of any semester or earlier.
- 6.4 At least 5 student representatives shall be included in the Class Committee.
- 6.5 The Chairperson of the Class Committee may inform and, if necessary, invite the Faculty Adviser(s) and the Head of the Department to the meeting of the Class Committee.
- 6.6 The Head of the Department may participate in any Class Committee of the institution.
- 6.7 The Chairperson is required to prepare the minutes of every meeting, submit the same to the Head of the Department within two days of the meeting and arrange to circulate it among the concerned students and teachers. The minutes of the class committee meeting will be reviewed by the Dean of the Faculty for further action. If there are some points in the minutes requiring action by the management, the same shall be brought to the notice of the management by the Head of the Department.

## **7.0 COURSE COMMITTEE FOR COMMON COURSES**

Each common theory course offered to more than one discipline or group shall have a "*Course Committee*" comprising all the teachers teaching the common course with one of them nominated as Course Coordinator. The nomination of the Course Coordinator shall be made by the Head of the Department /Dean depending upon whether all the teachers teaching the common course belong to a single Department or to several Departments. The '*Course Committee*' shall meet as often as possible and ensure uniform evaluation of the tests and arrive at a common scheme of evaluation for the tests. Where feasible, the Course Committee may also prepare a common question paper for the test(s).

## **8.0 ATTENDANCE AND ASSESSMENT**

- 8.1 Every faculty member has to maintain a log book to track the attendance and assessment of the students for both theory and practical classes. This should be submitted to the Head of Department periodically (at least three times in a semester) for checking the syllabus coverage and the records of test marks and attendance.
- 8.2 The Head of the department will put his/her signature and date after due verification. At the end of the semester, the record should be verified by the Dean of the Faculty. The University or any inspection team appointed by the University may inspect the records of attendance and assessment of both current and previous semesters.
- 8.3 The minimum attendance requirement for a student in each semester is 75% and he/she is entitled 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.
- 8.4 An attendance of 75% in a course (except in cases governed by 6.6) is considered to be the minimum required for a student to appear in the end semester examinations. It is the responsibility of each and every student to keep track / monitor his / her percentage of attendance for each semester and ensure that he / she satisfies the attendance norms prescribed by the universities. If the student finds any discrepancy / error in the attendance status, he / she should immediately bring it to the attention of the concerned faculty member and seek redressal.
- 8.5 Condonation of Attendance. In rare and genuine cases, a committee consisting of Head of the Department of the concerned department and Dean will examine the case, based on the documents submitted by the student, facts and circumstances. Assessment will be done, by the committee, on the merit of the case and spell out their recommendation to the Board of Management. The Board of Management, based on the recommendation of the committee may then give condonation of attendance, only if it is found to be fit and deserving.
- 8.6 The Internal assessment will be done by way of conducting tests and assignments. The CAT – 1 comprises of five Interactive Learning Modules (ILM). ILM 1 – Open book test ILM 2 – Online Quiz, ILM 3 – Classroom seminar/Debate/Discussion. ILM 4 – Group Activity and ILM 5 – Participation in other Department / University activities. The average of the five ILMs will be taken as CAT1 marks. CAT 2 will be a test for 50 marks and CAT 3 is the Pre University examination for 100 marks. The

Internal marks are generated, taking into account the CAT scores, assignments and attendance. Continuous assessment procedure is followed for practical labs also. There shall be three assessments (each 100 marks) during the semester, awarded by a review committee. Constituted by the respective Head of the Department. The student shall make a presentation on the progress made before the committee. The total marks obtained in the three assessments shall be reduced to 50 marks and rounded off to the nearest integer. The end viva voce examinations shall carry a maximum mark of 50. The student should secure a minimum of 50 marks in the overall computation, both in internal assessment and the viva voce exams, to declare a pass in project work (Appropriate modification to this clause regarding the marks allocated for internal and external valuation can be done depending on the Faculty).

## **9.0 END SEMESTER EXAMINATION**

The End Semester examinations shall ordinarily be conducted during November–December for the odd semesters and during April - May for even semesters after 15 weeks of instruction and one week of preparation for the end semester examination. The maximum marks for each course (including the Project work and Viva Voce Examination in end semester) shall be 100 comprising of marks for Internal Assessment and marks for the end semester examinations, as per the scheme of evaluation. The end semester examination for all courses of study shall be for theory as well as Practical.

- 9.1 For all courses offered to Part Time students they will be evaluated in the end semester examinations based on the same question paper set for the Full Time courses.
- 9.2 The supplementary classes will be conducted in the month of May for 20 contact hours and the supplementary exams will be conducted during June 1 – 15.

## **10.0 PROJECT WORK**

There shall be three assessments (each 100 marks) during the semester, awarded by a review committee constituted by the respective Head of the Department. The student shall make a presentation on the progress made before the committee. The total marks obtained in the three assessments shall be reduced to 50 marks and rounded off to the nearest integer. The end viva voce examinations shall carry a maximum mark of 50. The student should secure a minimum of 50 marks in the overall computation, both in internal assessment and the viva voce exams, to declare a pass in project work (Appropriate modification to this clause regarding the marks

allocated for internal and external valuation can be done depending on the branch of study).

Credits for UG and PG projects shall be given 10 and 15 respectively.

### **11.0 REQUIREMENTS FOR APPEARING IN SEMESTER EXAMINATIONS**

A candidate shall normally be permitted to appear for the semester examination of the current semester if he/she has satisfied the semester completion requirements (vide Sec. 4) and has registered for examination in all courses of that semester.

### **12.0 DECLARATION OF RESULTS**

12.1 The marks obtained by the students in End Semester examinations are referred to the Result Passing Board for the finalization of results. Controller of Examinations assigns letter grades and announces the results.

12.2 The grade acquired by the student will be indicated in the grade card of the appropriate academic year with an indication of the month and the year of passing of that course.

12.3 'F' grade obtained by a student will be deleted in the consolidated grade card once that course is successfully completed. The pass grade acquired by the student will be indicated in the grade card of the appropriate year with an indication of the month and the year of passing. The CGPA will be accordingly revised.

#### **12.4 PASSING REQUIREMENTS**

(See Regulations of respective Faculties & Courses).

### **13.0 AWARD OF LETTER GRADES**

{Not applicable to B.D.S., M.B.B.S., B.Sc. (Nursing), M.Sc. (Nursing) B.PT. & M.PT. and B.Pharm courses}

13.1 Each student is awarded a final letter grade for each course at the end of the semester based on the aggregate of marks obtained through internal assessment and external assessment. The letter grades and the corresponding grade points, as recommended by UGC, are as follows:

Letter	Numerical Grade	Normalized Mark range
H	10	90 – 100
S	9	80 – 89
A	8	70 – 79
B	7	60 – 69
C	6	50 – 59
F	-	< 50 Failure due to poor performance
F*	-	< 50 * denotes failure in end semester examination
F**	-	< 50 ** denotes failure due to internal
I	-	Incomplete as per Section 22.1.6
W	-	With held
AB	-	Absent for the End semester examination

13.2 After results are declared, Grade Sheets will be issued to each student, which will contain the following details:

- i) The Faculty and the Department in which the candidate has studied
- ii) The list of courses enrolled during the semester and the marks and grade scored
- iii) Grade Point Average (GPA) is computed for each semester.

The GPA, a measure of performance of the students in the semester to which it refers, is calculated as follows:

$$\text{GPA} = \frac{\sum_{i=1}^n c_i g_i}{\sum_{i=1}^n c_i}$$

where 'n' is the number of subjects registered for the semester,  $c_i$  is the number of credits allotted to a Particular subject, and  $g_i$  is the grade points carried by the letter corresponding to the grade awarded to the student for the subject.

- iv) Cumulative Grade Point Average (CGPA) is computed at the end of every semester from the 2<sup>nd</sup> semester onwards to which it refers, and will be calculated as follows:

$$\text{CGPA} = \frac{\sum_{i=1}^m c_i g_i}{\sum_{i=1}^m c_i}$$

where ' $m$ ' is the total number of subjects the student has registered from the first semester onwards upto and including the semester, just completed. ' $c_i$ ' is the number of credits allotted to a particular subject and ' $g_i$ ' is the grade-points carried by the letter corresponding to the grade awarded to the student for the subjects. CGPA will be rounded off to the first place of decimal and recorded as such.

### 13.3 REVIEW OF ANSWER SCRIPTS

13.3.1 In case any student feels discrepancies on the final end semester result in any course, the student shall apply for revaluation 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. If any discrepancy is noticed during review the same shall be rectified and the originally awarded grade accordingly amended.

13.3.2 If a student still feels dissatisfied with the revaluation results, he / she can apply for Paper scrutiny / verification in person by the student. An expert committee constituted by the Vice Chancellor will review the paper and the grade will be awarded by the CoE. A maximum of three papers per semester will be taken up for review after revaluation for a student.

### 14.0 ELIGIBILITY FOR THE AWARD OF DEGREE

Refer respective programmes.

### 15.0 CLASSIFICATION OF THE DEGREE AWARDED

Also refer respective programmes for specific details. The general classification of the degree awarded in credit system based education is given below:

A candidate is said to have qualified for the award of degree when he / she has completed and passed courses worth the minimum number of Credits stipulated for that degree [vide Sec. 26.1]

- 15.1 A candidate who has qualified for the award of degree having passed the examination in all the subjects of all semesters in his / her first appearance securing not less than 9.00 CGPA shall be declared to have passed in **First class with Honours**. (For B.Tech Refer Sec.29.1)
- 15.2 A candidate who has qualified for the award of degree having passed the examination in all subjects of all semesters in his / her first appearance securing not less than 8.00 CGPA but less than 9.00 CGPA shall be declared to have passed in **First class with distinction**.
- 15.3 A candidate who has qualified for the award of degree having passed in all subjects at the end of the eighth semester with not less than a CGPA of 6.50 shall be declared to have passed in **First Class**.
- 15.4 All other candidates (not covered in Secs. 15.1, 15.2 and 15.3) who have qualified for the award of degree shall be declared to have passed the examination in **Second class**.
- 15.5 A candidate qualifies for the award of degree after having passed the examination in all the subjects of the course within the maximum duration as mentioned below:

S.No	COURSES	SEMESTERS
1.	B.Tech. (FT)	12
2.	B.Tech. (PT)	11
3.	B.Tech. Lateral Entry (FT)	10
4.	B.Sc.	10
5.	B.C.A.	10
6.	M.Tech. (FT)	08
7.	M.Tech. (PT)	10
8.	M.C.A. (FT)	10
9.	M.C.A. (PT)	14
10.	M.C.A. (Lateral Entry) (FT)	08
11.	M.C.A. (Lateral Entry) (PT)	10
12.	B.Arch.	14
13.	M.Arch. (FT)	08
14.	M.Arch. (PT)	10
15.	B.Design	12
16.	BBA	10
17.	MBA (FT)	08
18.	MBA (PT)	10

19.	B.Com	10
20.	M.Com	08
21.	M.Phil (FT)	06
22.	M.Phil (PT)	08

15.6 Reckoned from the commencement of study from first semester securing a CGPA of not less than 6.50 a candidate shall be declared to have passed the examination in First class. For this purpose of classification, the authorized break of study will not be counted.

### **16.0 PROVISION FOR WITHDRAWAL FROM END SEMESTER EXAMINATION**

16.1 A candidate may, for valid reasons, be granted permission to withdraw from appearing for the end semester examination in any two courses of study during the entire duration of the degree programme in any given semester.

A candidate may, for valid reasons, be granted permission to withdraw from appearing for the final examination of not more than two courses in a given semester.

16.2 Withdrawal of application shall be valid only if the candidate is otherwise eligible to write the examination and if it is made within the prescribed number of days prior to the commencement of the examination in that course of study and also recommended by the Head of the Department and the Dean concerned.

16.3 Withdrawal shall not affect the classification of "**class**" construed as an appearance for the eligibility of a candidate for **First Class with Distinction** (vide Sec. 15).

### **17.0 TEMPORARY BREAK OF STUDY FROM A PROGRAMME**

17.1 A candidate is not normally permitted to temporarily avail break of 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 illness) he/she shall apply in advance to the Head of the Institution for rejoining the programme at a later semester, in any case, not later than the last date for registering for the semester examinations of the semester in question, through the Head of the Department and Head of the Institution stating the reasons thereof.

17.2 The candidate permitted to rejoin the programme after the break shall be governed by the rules and regulations in force at the time of rejoining.

- 17.3 The duration of break of study for any programme, as approved by the Dean, will be excluded from the calculation, of maximum number of semesters allowed for the completion of a program (vide Sec. 15).
- 17.4 The total period for completion of the programme reckoned from the commencement of the first semester to which the candidate was admitted shall not exceed the maximum period stipulated for the respective program irrespective of the period of break of study in order that he/she may be eligible for the award of the degree (vide Sec. 14).
- 17.5 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 permitted for '*Break of Study*' and Sec. 17.3 is not applicable for this case.

## **18.0 PERSONALITY AND CHARACTER DEVELOPMENT**

All students shall enroll, on admission, in any one of the personality and character development programmes (the NSS/NSO) and undergo training for about 40 hours and attend a camp of about five days. The training shall include classes on hygiene and health awareness and also training in first aid.

National Service Scheme (NSS) will conduct social service activities in and around the College/Institution.

National Sports Organization (NSO) will have Sports, Games, Drills and Physical Exercises.

While the training activities will normally be during weekends, the camp will normally be during vacation periods. Every student shall put in a minimum of 75% attendance in the training and attend the camp compulsorily. The training and camp shall be completed during the first year of the programme. However, for valid reasons, the Head of the Institution may permit a student to complete this requirement in the second year. In the near future, this University will also provide National Cadet Corps as part of the personality building exercise.

## **19.0 DISCIPLINE**

Every student is required to observe discipline, decent and decorous behavior both inside and outside the University and not to indulge in any activity prejudicial to the prestige of the University.

## **20.0 REVISION OF REGULATION AND CURRICULUM**

The University may from time to time revise, amend or change the Regulations, Scheme of Examinations and Syllabi, as may become necessary.