

GENERAL INSTRUCTIONS

FOR THE KIND ATTENTION OF THE BELOVED PARENTS OF OUR STUDENTS

You are requested to kindly keep a close watch on your wards on the following points for his/her successful career.

- Parents are expected as well as requested to contact the Mentor atleast once in 15 days to know the progress and attendance of your ward. (You may not be shocked to notice at the end of the semester that your ward does not have the required percentage of attendance).
- Progress report of your ward will be sent by post within 10 days of the completion of tests/exams. Non receipt of progress report can be immediately brought to our notice. The report card must be returned within 2 days with your signature. Both father and mother may be aware of the marks.
- Parents who wish to receive their ward's progress report/attendance by e-mail may forward their request through e-mail to : hsoffice@sairam.edu.in / hsoffice@sairamit.edu.in.
- Change of address will be amended only if parents submit a requisition letter addressed to the Principal alongwith the address proof.
- Incase your ward needs to take leave, you are requested to send the leave letter explaining the reasons in advance. (Ensure that your ward has a valid reason for the absence).
- For shortage of attendance, poor performance / absence in the Assessment Tests, Model or the University Examinations and for any act of indiscipline by the students, parents will be required to meet the HOD/ Principal. We request utmost co-operation from the parents in this regard.
- The percentage of attendance of the students will be sent to the parents at the end of every month. If the parents have any doubts regarding the same, they can contact HOD at once.
- As per the Anna University Regulations, the internal marks will be for a maximum of 20 marks for all theory and practical courses. To award internal marks in theory courses Assessment Tests (Unit I, Unit II & Model Examination) will be conducted during the semester. The marks secured will be entered in the Anna University Web portal immediately after the completion of each assessment test.
- Students are not permitted to take leave during Test and Model Examination days. Your ward's absence from the college during tests/exams will be affecting the internal marks seriously. (Ensure that your ward is not down with any kind of nervousness).
- Student will lose the internal marks incase of absence for the test(s).
- Parents can view their ward's attendance and internal marks in the Anna University web portal coe1.annauniv.edu by entering the username and password. Username is the Register Number of the student (parents can access the web portal only after the allotment of Register number in the I Semester) and password is the student's date of birth.
- If the student is absent from college for more than two days without prior intimation, the college authorities will contact the parents. Proper response from your side will be very much appreciated.

- Students are expected to maintain discipline in the campus as well as in the college bus during travel. Any act of indiscipline by the student either inside the campus or during travel in the college bus will invite enquiry. (Make sure that your ward does not have any personal work which forces him / her to get down from the college bus, anywhere between the boarding point and the college).
- Constant monitoring of the student's study time at home as well as his/her friends' circle outside the campus is highly essential, so that corrective action can be taken if required. (For job placement, every employer seeks good academic record - without arrear and a minimum CGPA of 8).
- Information regarding I Year student's academic performance /attendance may be obtained from the Department's office during the college hours either in person or through phone (SEC - 044-2251 2222 / SIT-044-2251 2111).
- We request the parents to visit the college atleast twice in a semester to know about the ward's stay in the college.
- Parents are requested to monitor and even restrict, if necessary, the time needlessly spent by their wards in using cell phones, internet, two wheeler and watching TV while at home, as the progress in their studies is affected due to these factors.
- Wearing Jeans, T-Shirts, Jeans type cotton Pants, Tight Pants, Middies, Half-sarees, Short Churidhar and Leggings are strictly prohibited inside the campus. Boys should tuck-in their shirts and wear formal black leather shoes and Girls should be in neat Churidhars with Dupatta. Parents shall advice the same to their wards.
- Visitors will not be allowed to contact a student during the class hours. However, under unavoidable circumstances they will be permitted to meet the student with prior permission from the authorities concerned.
- Students should submit passport size photographs of their parents (both Father, Mother and Local Guardian (if applicable)) within a week after joining to their concerned class coordinators since the same have to be pasted in the student register maintained by the mentor.
- Student's progress is communicated to parents through SMS.
- **Merit Scholarship**
An amount of Rs.80,00,000/- (Rupees Eighty Lakh approximately) is being distributed to toppers in all the branches of UG & PG courses for the Academic Year 2017-2018 during the Induction Day which is another regular feature of the benevolent management. Therefore, parents are requested to encourage their wards to work hard to qualify themselves for receiving merit scholarships.

TO BE READ AND UNDERSTOOD BY STUDENTS

Code for Classroom / Campus Discipline

- Use of two wheelers for attending the college is prohibited.
- We do not encourage the use of Cellular phones, Walkman, Pen-drive, i-pod, Laptop, SIM card, Memory Card & other musical instruments by the students in the campus.
- Students will not be permitted to enter the campus without wearing their Identity cards.
- Students will not be permitted to attend the Laboratory classes without their Lab Coats and Shoes.

- Students are expected to be in their respective classes atleast 5 minutes before the classes commence.
- Students are required to attend the classes with textbooks, note books, calculator, instrument box and other required materials as prescribed by the faculty.
- No student should leave the lecture hall during class hours for paying the fees or to get correction in the lab records or to borrow books from the library.
- Students who fall short of the required percentage of attendance prescribed by the university will not be allowed to write the University Examinations and they have to redo the course in the next academic year.
- Malpractices during the Tests, Model and University exams will be viewed very seriously and disciplinary action will be taken immediately.
- Incase of poor performance in assessment tests, students will be required to write the test again and undergo special coaching session for doing well in the University Examinations.
- Students when attending or participating in workshops, conferences, meetings and functions within or outside the campus should maintain perfect order of discipline.
- Students should enter the college only through the main gate.
- Students should not stay in any part of the college verandah during class hours.
- Students who do not perform well in the assessment tests will be counselled by their mentors/Principal in the presence of their parents if required.
- Process for submission of leave letter (to be completed on the next working day / the day before leave is availed)
 1. Student should submit the leave letter written in A4 size paper addressed to the Principal clearly mentioning the date(s) of absence and the reason for availing leave. Leave letter without parent(s) signature will not be accepted.
 2. Student should also collect leave form from his/her mentor, fill it up and get it signed from the mentor and class coordinator.
 3. Leave letter along with the leave form should be submitted to department office for HOD's signature.
 4. After getting signatures from the concerned authorities, leave letter and the leave form should be submitted to his/her mentor.

B.E. / B.TECH. – I SEMESTER (2018-2019) TENTATIVE TEST SCHEDULE*

ASSESSMENT TEST	MONTH
UNIT TEST - I	September, 2018
TERM TEST - I	October, 2018
MODEL EXAMINATION	November, 2018

*Subject to change as per University Schedule (Exact date will be intimated through circular/ SMS)

POINTS TO NOTE IN REGULATIONS 2017 (CHOICE BASED CREDIT SYSTEM)

- Each course is assigned certain number of credits based on the following:

Contact period per week	Credits
1 Lecture Period	1
2 Tutorial Periods	1
2 Laboratory Periods	1

- Each semester shall normally consist of 75 working days or 540 periods of 50 minutes each.
- The Head of the Institution may conduct additional classes for improvement, special coaching, conduct of Model test etc. over and above the specified periods.
- Each student has to register for all courses to be undergone in the curriculum of a particular semester.
- The total number of credits that a student is allowed to register per semester cannot exceed 36.
- For all theory and practical courses, the continuous internal assessment will carry 20 marks while the End - Semester University examination will carry 80 marks.
- Three tests each carrying 100 marks shall be conducted during the semester by the Department concerned. The total marks obtained in all tests put together out of 300, shall be proportionately reduced for 20 marks and rounded to the nearest integer for continuous internal assessment.
- A candidate who secures not less than 50% of total marks prescribed for the course [Internal Assessment + End semester University Examinations] with a minimum of 45% of the marks prescribed for the end-semester University Examination, shall be declared to have passed the course and acquired the relevant number of credits.
- If a student fails to secure a pass in a theory course, the student shall do reappearance registration only along with regular students for that course in the subsequent semester, when offered next, earn continuous assessment marks and attend the end semester examination.
- If a student fails to secure a pass in a laboratory course, the student shall register for the course again, when offered next.
- A student who satisfies the following conditions shall be declared to have passed the examination in First class with Distinction:
 - Should have passed the examination in all the courses of all the eight semesters in the student's First Appearance within five years. Withdrawal from examination will not be considered as an appearance.
 - Should have secured a CGPA of not less than 8.50
 - One year authorized break of study (if availed of) is included in the five years for award of First class with Distinction.

- Should NOT have been prevented from writing end semester examination due to lack of attendance in any semester.
- A student who satisfies the following conditions shall be declared to have passed the examination in First class:
 - Should have passed the examination in all the courses of all the eight semesters within six years.
 - One year authorized break of study (if availed of) or prevention from writing the End Semester examination due to lack of attendance (if applicable) is included in the duration of six years for award of First class.
 - Should have secured a CGPA of not less than 7.00
- All students shall enroll, on admission, in any one of the personality and character development programmes (NCC/NSS/NSO/YRC) and undergo training for about 80 hours and attend a camp of about seven days.

Anna University adopts the following system for the conversion of marks into grades and the calculation of GPA and CGPA

Letter Grade	Grade Points	Marks Range
O (Outstanding)	10	91 - 100
A + (Excellent)	9	81 - 90
A (Very Good)	8	71 – 80
B + (Good)	7	61 – 70
B (Average)	6	50 - 60
RA (Fail/Reappear)	0	<50
SA (Shortage of Attendance)	0	
W (Withdrawal)	0	

GPA is the ratio of the sum of the products of the number of (C) credits of courses enrolled and the grade points (GP) scored in those courses, taken for all the courses, to the sum of the number of credits of all the courses in the semester.

$$\text{GPA} = \frac{\text{Sum of [C*GP]}}{\text{Sum of C}}$$

CGPA will be calculated in a similar manner, taking into account all the courses right from first semester. "RA" grades will be excluded for calculating GPA and CGPA.

Wish You All The Best !!