ANNA UNIVERSITY
CHENNAI – 600 025
REGULATIONS 2013
PROGRAMMES UNDER DISTANCE EDUCATION MODE

Effective from the academic year 2013 and applicable to the students, admitted through Distance Mode / Online Mode at Anna University, both in the calendar and academic years.

P.G.PROGRAMMES


1 PRELIMINARY DEFINITIONS AND NOMENCLATURE

In these Regulations, unless the context otherwise requires:

i. “Programme” means Post graduate Degree Programme:


ii. “Branch” means a specialization or discipline in MBA programmes such as General Management or Technology Management or Marketing Management or Human Resource Management or Financial Services Management or Health Services Management or Hospitality and Tourism Management or Operations Management, M.Sc. in Computer Science and M.Sc. - Computer Science-Free / Open Source Software.

iii. “Course” means a Theory or Practical subject that is normally studied in a semester, like Management Concepts, Computer Organization, Database Management System etc.

iv. “Director, Centre for Distance Education” means the authority of the University to monitor and implement the programmes offered through Distance Mode.
v. “Study Centre or Coordinating Centre” means a college / institution / organization designated by Anna University / Director, Centre for Distance Education by following the procedures prescribed by Authorities concerned. The Study Centre or Coordinating Centre is to serve as a location with all facilities for the conduct of Theory and Laboratory classes as required by the University.

vi. “Coordinator” means the designated person of Study Centre or Coordinating Centre who is responsible for relevant academic activities and implementation of relevant rules of this Regulation.

vii. “Course Instructor” means a qualified person appointed by the Study Centre or Coordinating Centres / Director, Centre for Distance Education to teach a specific course, to clarify doubts and to interact with the students on course related matters.

viii. “Counselor” means a qualified person at the level of Professor/ Associate Professor / Assistant Professor in the area of relevant specialization, identified by the Study Centres or Coordinating Centres concerned or The Director, Centre for Distance Education of the University. The counselor is expected to be a facilitator of the teaching learning process related to the distance education students. He / She is the enabler for all services related to initiation and completion of the course / project works of the students. A counselor may be a course instructor also.

ix. “Director, Academic Courses” means the authority of the University who is responsible for all academic activities of the University Departments for implementation of relevant rules of this Regulation.

x. “University” means ANNA UNIVERSITY, CHENNAI - 600 025

xi. “Central Steering Committee” means a Committee constituted by the concerned authority to directly approve, monitor, track and administer the project work and its internal evaluation at the Centre for Distance Education, Anna University, Chennai.

xii. “Project Monitoring Committee” means a Committee at the Study Centre or Coordinating Centre consisting of a project in-charge and one other senior faculty member to conduct the project reviews and offer counseling on project related issues to the students at the Study Centres or coordinating centers.

xiii. “Credit System” The University follows the ‘Credit System’ for all its distance education programmes. Each credit is equivalent to 30 hours of student study comprising all learning activities (i.e., reading and comprehending the print material, listening to audio, watching video, attending counselling sessions, teleconference and writing assignment responses). Thus, a 4-credit course involves 120 hours of study. This helps the learner to know the academic effort he/she has to put in, to successfully complete a course. Completion of an academic programme requires successful completion of the assignments, practicals, projects and the term-end examination of each course in a programme.
xiv. “Controller of Examinations” means the Authority of the University who is responsible for all activities of the University Examinations.

2 PROGRAMMES OFFERED AND ADMISSION REQUIREMENTS

2.1 P.G. PROGRAMMES OFFERED:

2.1.1 DISTANCE MODE:

MBA - General Management
MBA - Technology Management
MBA - Marketing Management
MBA - Human Resource Management
MBA - Financial Services Management
MBA - Health Services Management
MBA - Hospitality and Tourism Management
MBA - Operations Management

M.C.A.

M.Sc. - Computer Science

The above Programmes will be offered in Distance Mode through authorised “Study Centres” situated in colleges / institutions / organizations that are selected by Anna University, Chennai. A candidate may choose to study any one of the programmes and be attached to a Study Centre situated at colleges / institutions/ organisations, where the candidate desires to be enrolled subject to the availability of seats as per rank order and satisfaction of other conditions.

2.1.2 ONLINE MODE:

M.Sc. - Computer Science-Free / Open Source Software (CS-FOSS)

The above Programme will be offered through Online Distance Mode in authorized “Coordinating Centre” (Virtual Study Centre). Coordinating centres will be identified by the Director, Distance education by following the guidelines approved by the concerned authorities among the colleges / institutions / Departments/Centres of Anna University.
2.2 MODE OF STUDY:

2.2.1 DISTANCE MODE:

Candidates admitted under ‘Distance Mode’ should attend classes at the Study Centres in the designated colleges / institutions / organisations during the conduct of counselling sessions / classes (on Saturdays and Sundays) for the required number of days. The students are expected to come prepared to the classes after intensive reading of the course material and utilize the counselling sessions for academic discussions and clarification of doubts. The degrees offered through distance mode are more learner-oriented, and the student has to take active part in the teaching-learning process. Most of the instructions are imparted through study materials rather than face-to-face communication. Hard copy of study material prepared according to Self Instructional Mode by subject experts are provided.

2.2.2 ONLINE MODE:

Each course would have one or two text books prescribed which is the main source of study, as well as the basis for the end-semester examination. There would be “live sessions” given online by the Course Instructor (CI) of the course, typically two sessions a week with each session being of 60-90 minutes, during which the CI would use slides and audio visuals to teach a topic covered in the text book. Using their desktops or laptops, the students have to log into the Online Server to attend these ‘live classes’ as per a time table announced before. These classes are interactive, and the students can interact with the CI using audio and text, clarify their doubts, etc. Usually these live classes would be during evenings or on weekends and would be announced at the beginning itself, and the students must have a minimum attendance of 50% in them to appear for the end-semester examinations.

Education offered through online distance mode is essentially learner-oriented, and the students are expected to show greater initiative and motivation to learn on their own through various other online modes such as chat sessions, e-mails, learners’ communities, wikis, videos, assignments, quizzes, projects etc.

2.3 ADMISSION REQUIREMENTS:

2.3.1 Candidates for admission to the first semester of all Programmes shall be required to have passed an appropriate Degree Examination of a recognized University as specified under qualification for admission in TABLE I or any other examination of any University recognized by UGC / AICTE or any authority accepted by the Syndicate of Anna University, Chennai as equivalent thereto.

2.3.2 However, the Syndicate of the University may decide to restrict admission in any particular year to candidates having a subset of qualifications prescribed in TABLE I.
2.3.3 Notwithstanding the qualifying examination the candidate might have passed, he/she shall have a minimum level of proficiency in the appropriate programme / courses as prescribed by the Syndicate of the University from time to time.

2.3.4 Eligibility conditions for admission such as class obtained, number of attempts in qualifying examination and physical fitness will be as prescribed by the Syndicate of the University from time to time.

2.3.5 Candidates seeking admission to MBA and MCA programmes are required to qualify in Distance Education Entrance Test (DEET) and the score obtained is valid for one year only.

**TABLE I**  
(As per Clause 2.3)

<table>
<thead>
<tr>
<th>S.No.</th>
<th>PG Programmes</th>
<th>*Qualifications for Admission</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Master of Business Administration (MBA) – for all Specializations</td>
<td>Any Degree</td>
</tr>
<tr>
<td>2.</td>
<td>Master of Computer Applications (MCA)</td>
<td>Any degree with Mathematics/Statistics as one of the subjects at the Degree level (or)</td>
</tr>
<tr>
<td>3.</td>
<td>Master of Science (M.Sc.) - Computer Science</td>
<td>Any degree with Mathematics as one of the subjects at Plus Two level</td>
</tr>
<tr>
<td>4.</td>
<td>M.Sc. (CS-FOSS)</td>
<td></td>
</tr>
</tbody>
</table>

*All degrees must have been obtained after “Plus Two” or equivalent

3  **DURATION OF THE PROGRAMMES:**

3.1 The minimum and maximum period for completion of the P.G. Programmes are given below:

<table>
<thead>
<tr>
<th>Programme</th>
<th>Minimum No. of Semesters</th>
<th>Maximum No. of Semesters*</th>
</tr>
</thead>
<tbody>
<tr>
<td>M.B.A.</td>
<td>4</td>
<td>12</td>
</tr>
<tr>
<td>M.C.A.</td>
<td>6</td>
<td>18</td>
</tr>
<tr>
<td>M.Sc.</td>
<td>4</td>
<td>12</td>
</tr>
<tr>
<td>M.Sc. (CS-FOSS)</td>
<td>4</td>
<td>12</td>
</tr>
</tbody>
</table>

* includes the period of break of study.
3.2 Each semester shall normally consist of 12 contact hours / Counseling sessions for
distance mode and 25 – 30 online sessions for online mode for each of the theory and
laboratory courses. The Coordinator of the Study Centre or Coordinating Centre shall
ensure that contact classes are conducted according to the time table and every course
instructor outlines the salient points and also clears any doubts and, in general, helps
the students to use and understand the course material provided.

4 STRUCTURE OF THE PROGRAMME

4.1 Every Programme will have a curriculum and syllabi consisting of core courses,
specialization courses and project work. the Programme may also include seminar /
practicals / practical training, as specified in the curriculum. The medium of instruction,
examination and project report shall be in English.

4.2 FLEXIBLE PACING FOR THE ONLINE MODE

Depending on his/her assessment of the workload that a candidate is able to handle,
he/she can plan to complete the program within a time period of his/her choice, but
below the maximum allowed period, without incurring any penalty, as detailed below:

4.2.1. In the first semester, the candidate would register for all the courses of that semester, but
has the freedom to “drop” a few courses within two weeks of the commencement of the
classes. The candidate studies and appears for the end-semester examination for only
those courses for which he/she has enrolled (that means, registered and not dropped)
and obtained a minimum of 50% attendance. The grade card for a semester will list only
the enrolled courses, and the dropped courses will not be mentioned there.

4.2.2 When the candidate registers for a semester next time, he/she has to first of all register
and enroll for the courses dropped in the previous semester(s) before he/she can
register for courses from the subsequent semester. In other words, the candidate can
register for the courses of any semester only if he/she has already undergone, or is
presently enrolled and undergoing, for all the courses of all previous semesters.

4.2.3 In any semester, the candidate can register and enroll for courses belonging to different
semesters, subject to condition in (4.2), but the total number of courses so enrolled
cannot exceed five at any given time.

4.3 MAXIMUM MARKS

4.3.1 DISTANCE MODE:

The maximum marks assigned to different courses are as follows: Each of the theory
and practical courses (excluding project work) shall carry maximum of 100 marks of
which 20 marks will be through Continuous Assessment and 80 marks from end-
semester examination. As regards the project work the total marks would be 200, out of
which 40 marks will be through continuous assessment in the form of two reviews
conducted at approximately equal intervals and the remaining 160 marks would be
distributed as 60 for Project Report submitted and 100 marks for viva-voce examination.
4.3.2 **ONLINE MODE:**

The maximum marks assigned to different courses are as follows: Each of the theory based courses without a laboratory component shall carry maximum of 100 marks, and theory courses with laboratory component shall carry maximum of 150 marks. Out of this, 20% of marks (20 marks and 30 marks, respectively) will be through Continuous Assessment based on Tests, Assignments, Quizzes, Practicals, Class participation, Regularity, etc., and 80% of the marks (80 marks and 120 marks, respectively) would be based on the end-semester examinations conducted by the Controller of Examinations of the University. As regards the project work the total marks would be 450 out of which 150 marks will be through continuous assessment in the form of two reviews conducted at approximately equal intervals and the remaining 300 marks would be distributed as 100 marks for Project Report submitted and 200 marks for presentation and viva-voce examination.

4.4 **PROJECT WORK**

4.4.1 Project work shall be carried out by the candidate under the supervision of a qualified guide from a panel of guides approved by the Central Steering Committee and listed in the CDE website.

4.4.2 A candidate may, however, in certain cases, be permitted to work on the project in an Industry / Research Organization, on the recommendation of the Coordinator of the Study Centre or coordinating centre with the approval of the Central Steering Committee. In such cases, the Project work shall be jointly supervised by an approved guide of the Study Centre or coordinating centre and by a professionally competent person from the Organization. Incase of Distance Learning, the student shall be instructed to meet the guide periodically and attend the review committee meetings for evaluating the progress.

4.4.3 A project proposal validated by the guide has to be submitted online to the Central Steering Committee, for approval, as per the schedule in the project semester. A printout of project proposal (submitted online) in the pdf format may be submitted to the study centers on / before the scheduled date with the approval of the guide. The students can proceed with their project work after their proposals are reviewed and approved by the Central Steering Committee, Centre for Distance Education.

4.4.4 a) **Distance Mode:** Two project review meetings shall be conducted by the Project Monitoring Committee (PMC) at the Study Centre or coordinating centre and projects are to be reviewed by the two-member PMC. The project review marks after each review shall be sent to the Office of the Controller of Examinations, Anna University, Chennai-25 with a soft copy of the same to be sent in spread sheet format to the Director, CDE for reference and record.
b) **Online Mode:** Two project review meetings shall be conducted by the Coordinating Centre and projects are to be reviewed by a three-member review committee. The review meetings will be either online with a web camera or in person as decided by the Coordinating Centre. The project review marks shall be sent to the **Office of the Controller of Examinations, Anna University Chennai, Chennai - 25.**

4.4.5 The Project Report prepared according to approved guidelines and duly signed by the guide(s) shall be submitted to Coordinator of Study Centre or Coordinating Centre (see also clauses 4.4.6 and 4.4.7). The final project report must also be submitted online as a word document to the Director, CDE on or before the specified date.

4.4.6 The final Project Report for all the programmes shall be submitted at the end of the final Semester as per the schedule announced by the **Central Steering Committee.**

4.4.7 a) If the candidate fails to obtain 50% of the Continuous Assessment marks in the Project Work, he/she will not be permitted to submit the report and has to re-enroll for the same in the subsequent semester.

b) If the candidate fails to submit the Project Report on or before the specified deadline he/she is deemed to have failed in the Project Work and shall re-enroll for the same in a subsequent semester.

c) If the candidate fails in the viva-voce examination he/she shall re-enroll for the same in the subsequent semester.

5 a) **STUDY CENTRES - DISTANCE MODE**
In order to provide individualised support to its learners the University shall create various Study Centres. The Study Centres are the contact points for the students on all the major aspects of the programmes. These include Counseling sessions, practicals, library facilities, disseminating information and facilities for audio-visual training aids. The Study Centres are also equipped with books on the subjects of the programmes and the books will be accessible to the students during their visits to the Study Centres. All the important communications are sent to the Coordinators of the Study Centres. The Coordinators would display a copy of such important circulars/notifications on the notice board of the Study Centre for the benefit of all the students. The Coordinators of the Study Centres are required to provide advance information about assignments, submission of examination forms, list of students admitted to a particular examination, project work related details, declaration of results and the like.

b) **COORDINATING CENTRE - ONLINE MODE**
In order to provide individualised support to its online learners, the University shall create a Coordinating Centre (or Centres) that perform some of the roles and functions normally carried out by the Study Centres in the conventional Distance Education mode.
The Coordinating Centre functions essentially in the virtual online mode, and is the contact point for the students on all the major aspects of the programmes. These include distribution of learning materials, holding of regular online classes (theory as well as practical), enabling interactions (online and offline) between the teachers and students, as well as amongst the students themselves, conducting online tests and other evaluation and assessment procedures, organizing student counseling, providing library facilities, and disseminating all other information relevant to the program. The Coordinating Centre would display on its website information about class schedules, due dates of assignments, submission of forms, list of students admitted to a particular examination, project work related details, declaration of results and the like. It will also display information received from the University, Government, Industry and other sources relevant to the program on its website.

6 COUNSELOR

To help the students in pursuing their courses of study and for general advice on the academic programmes, a certain number of students will be attached to a Counselor who shall function as Student Counselor for those students. Such Counselors shall advise the students and monitor the courses chosen by the students, check the attendance and progress of the students attached to him/her and counsels them periodically. The Counselor is expected to interact with the students allocated to him through e-mail, telephone, letter or in person. The Coordinator of the Study Centre or Coordinating Centre will appoint the Counselors from among the teaching staff of the Anna University and/or from the Study Centre or Coordinating Centres. The counselor is expected to submit periodical progress reports about the students under him/her as required by the University.

The functions of the Counselor include:

- Solving problems experienced by students in the usage of Study material and use of CDs in the laboratories.

- Clarifying the regulations of the programme and the details of rules therein.

- Informing the students about the academic schedule including the dates of assessments and the syllabus coverage for each assessment

- Analyzing the performance of the students after each test and finding the ways and means of improving the performance.

- Identifying the students, who need academic assistance, if any and providing additional help or guidance to such students.
7 PROCEDURES FOR AWARDING MARKS FOR CONTINUOUS ASSESSMENT

7.1 Every course instructor is required to maintain an ‘ATTENDANCE AND ASSESSMENT RECORD’ which consists of attendance marked in each counseling session or practical or project work interaction, the assessment marks and the record of class work (topic covered, queries asked and feedback regarding study materials etc), separately for each course. This should be submitted to the Coordinator of the Study Centre or Coordinating Centre for checking the conduct of the interactive counseling sessions, syllabus coverage and the records of assessment marks and attendance. At the end of the semester, the record should be verified by the Coordinator of the Study Centre or Coordinating Centre. The Director, Centre for Distance Education or any inspection team appointed by the University may inspect the records of attendance and assessment of both current and previous semesters.

7.2 Theory Courses: Two assessments per course in a semester each carrying 100 marks shall be administered by the Study Centre or Coordinating Centre. The total marks obtained in the assessments adding up to 200, shall be reduced to 20 marks and rounded off to the nearest integer. (This implies equal weightage to both the assessments).

7.3 Practical Courses:

a) Distance Mode - Every practical exercise / experiment shall be evaluated based on conduct of experiment / exercise and records maintained for 10 marks. There shall be at least one mid-semester test/project for 10 marks.

b) Online Mode - Given the nature of the courses covered in this Program, it is difficult to separate ‘Theory’ from ‘Practicals’, and hence practical exercises and experiments wherever relevant are integrated into the Theory papers themselves, and handled by the Course Instructors along with the theory sessions. The marks for practicals/experiments in such cases would be given along with the theory marks, and typically would consist of 1/3 of the total marks for such courses.

7.4 Project Work:

a) Distance Mode - There shall be two project reviews (each 100 marks) by the Project Monitoring Committee (PMC) at the study centers constituted by the Coordinators and approved by the Director (CDE), in the project semester. The student shall make a presentation on the progress made before the PMC. The continuous assessment marks from both reviews shall be 40 marks and rounded off to the nearest integer.
b) **Online Mode** - There shall be **two** assessments by a review committee during the project semester, and these shall be based on the Reports submitted and online presentations made by the students to the project review committee on the progress made till then. The Coordinator of the Coordinating centre shall constitute the review committee. The internal marks for projects shall be out of 150, rounded to the nearest integer. The reports of the review committee along with the marks shall be sent to the Controller of Examinations.

Award of all internal assessment marks for online courses would be based on a reasonably robust way of verifying the identity of the candidate being assessed through online means, such as his/her presence confirmed online using a web cam. Candidates are required to comply with such verification processes to be decided by the University from time to time.

8 **REQUIREMENTS FOR COMPLETION OF A SEMESTER**

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

8.1 **DISTANCE MODE**

Ideally every student is expected to attend all counseling sessions / classes and secure 100% attendance. However, the student must have a minimum of 50% attendance, to be eligible to appear for the end-semester examination in that semester, failing which, he / she is required to repeat the incomplete semester in the next semester.

Therefore, a student must secure not less than 50% of overall attendance in that 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 conducted during that semester.

8.2 **ONLINE MODE**

8.2.1 If the candidate does not have 50% of attendance in an enrolled course, he/she will not be permitted to write the end-semester examination in that course, and the enrollment will automatically stand cancelled, and will not be entered in the grade sheet. The candidate will have to freshly register and enroll for such courses later.

8.2.2 If a candidate wants to register for any course(s) from any semester, he/she has to pay the full fees for that semester irrespective of the number of courses and semesters involved.

9 **REQUIREMENTS FOR APPEARING FOR SEMESTER EXAMINATION**

A candidate shall provisionally be permitted to appear for the semester examination of the current semester if he / she has satisfied the semester completion requirements (vide Clause 8) and has registered for examination in all courses of that semester, as well as the arrears of previous semesters.
10 END SEMESTER EXAMINATIONS

10.1 DISTANCE MODE:

10.1.1 There shall be one end semester examination of 3 hours duration in each theory course. The examinations shall be conducted between July and August during the odd semesters and between February and March in the even semesters. The practical examinations will precede the theory examination and the internal and external examiners shall be appointed by the Controller of Examinations, Anna University, Chennai - 600 025. The maximum marks for each theory and practical course shall be 100, comprising of 20 marks for continuous assessment and 80 marks for the end-semester examinations.

The following will be the weightages for different courses.

i) Theory course:
   - Continuous Assessment - 20%
   - End Semester Examination - 80%

ii) Practical courses
   - Continuous Assessment - 20%
   - End Semester Examination - 80%

iii) Project work
   - Continuous Assessment - 20%
   - Evaluation of Project Report by external examiner - 30%
   - Viva-Voce Examination - 50%

10.1.2 The end semester evaluation of the Project work will be based on the project report evaluation and a Viva-Voce Examination by a team consisting of an Internal Examiner and an External Examiner. The team of Examiner(s) shall be appointed by the Controller of Examinations, Anna University, Chennai - 600 025.

10.2 ONLINE MODE:

10.2.1 The maximum total marks for the courses would be 100 if no laboratory component is specified for it and 150 if the syllabus specifies a laboratory component for the course. In either case, 20% of the total marks in a course (20 marks or 30 marks respectively) has to be earned through continuous assessment, and 80% (80 marks or 120 marks respectively) through the end-semester examinations. Where no laboratory component is involved in the syllabus, the end-semester examination for 80 marks will be purely written and of 3 hours duration. For a Laboratory integrated course, the end-semester examination would be of 5 hours duration which includes a written examination of 3 hours duration for 80 marks and a practical examination of 2 hours duration for 40 marks.
10.2.2 The end-semester evaluation of the Project work will be based on the Project Report and a Viva-Voce Examination by a team consisting of the Guide or his/her representative and External Examiner(s) who are appointed depending on the chosen areas of specialization of the students. The end-semester examination for 300 marks would consist of the Project Report evaluation for 100 marks, and the Presentation/Oral Examination evaluation for 200 marks. The team of Examiner(s) shall be appointed by the Controller of Examinations, Anna University, Chennai - 600 025. The final Project Presentation/Oral Examination will be held in the Anna University campus, and the candidates have to be physically present in the campus in Chennai for the same.

10.3 If a student indulges in malpractice in any of the continuous assessment /end semester / project work, he / she shall be liable for punitive action as recommended by the disciplinary committee appointed by the University as per the prevailing University regulations.

10.4 WITHDRAWAL FROM EXAMINATIONS

10.4.1 A candidate may, for valid medical / official reasons be granted permission to withdraw from appearing for the examinations for all courses or any of the courses for that particular semester in which withdrawal is made.

10.4.2 Withdrawal application shall be valid only if the candidate is otherwise eligible to write the examination and if it is made within TEN days prior to the commencement of the semester examination based on the recommendation of the Coordinator of the respective Study Centre or Coordinating Centre and submitted to the Controller of Examinations in the prescribed format. Withdrawal facility is available for only once in the whole period of study. Withdrawal shall not be construed as an appearance for the eligibility of award of Degree.

10.4.3 Notwithstanding the requirement of mandatory TEN days notice, applications for withdrawal for special cases under extraordinary conditions will be considered on the merit of the case.

10.4.4 Withdrawal is not permitted during final semester and withdrawal is NOT permitted for arrears examinations of the previous semesters.

11 PASSING REQUIREMENTS

11.1 A candidate who secures not less than 50% of total marks prescribed for the courses with a minimum of 45% of the marks prescribed for the end-semester Examination in both theory and practical courses shall be declared to have passed in the Examination.
11.2 If a candidate fails to secure a pass in a particular course he/she shall reappear for the examination till he/she secures a pass. The continuous assessment marks obtained by the candidate in the first appearance shall be retained and considered valid for all subsequent attempts till the candidate secure a pass. However, from the 3rd attempt onwards if a candidate fails to obtain pass marks (CA + End Semester Examination) as per clause 13.1 then the passing requirement shall be as follows:

The candidate should secure 50% and above the maximum marks prescribed for course in the university examinations alone irrespective of continuous assessment marks obtained.

11.3 A student who has passed any course/all the courses prescribed in the curriculum for the award of the degree shall not be permitted to re-enroll to improve his/her marks in a course or the aggregate marks respectively.

12 ISSUE OF MARK SHEETS

Individual mark sheet for each semester will be issued by the Controller of Examination through the Coordinator of the Study Centre or Coordinating Centre after the publication of the results.

13 ELIGIBILITY FOR THE AWARD OF THE DEGREE

13.1 A student shall be declared eligible for the award of the degree if he/she has successfully passed all the courses as specified by the curriculum corresponding to the respective programmes and if no disciplinary action is pending against him/her.

13.2 The award of the degree must have been approved by the Syndicate.

14 CLASSIFICATION OF THE DEGREE AWARDED

14.1 A candidate who qualifies for the award of the Degree (vide clause 13) having passed the examination in all the courses in his/her first appearance within the specified minimum number of semesters (clause 3.1) securing an aggregate of not less than 75% of total marks (Continuous Assessment plus end semester examination marks) shall be declared to have passed the examination in First Class with Distinction. Further, the authorized break of study (vide clause 16.1) will not be counted for the purpose of classification.

14.2 A candidate who qualifies for the award of the Degree (vide clause 13) having passed the examination in all the courses within the specified minimum number of semesters (clause 3.1), reckoned from his/her commencement of study plus one year for MBA/M.Sc. and for MCA, securing an aggregate of not less than 60% of total marks (Continuous Assessment plus semester examination marks) shall be declared to have passed the examination in First Class. Further, the authorized break of study (vide clause 16.1) will not be counted for the purpose of classification.
14.3 All other candidates (not covered in clauses 14.1 and 14.2) who qualify for the award of the degree (vide Clause 13) shall be declared to have passed the examination in Second Class.

15 REVALUATION OF ANSWER SCRIPTS

15.1 A candidate can apply for revaluation of end semester examination answer paper in a theory course, within 2 weeks from the declaration of results, on payment of a prescribed fee through proper application to the Controller of Examinations through the Coordinator of the Study Centre or Coordinating Centre concerned and Director, Centre for Distance Education. The Controller of Examination will arrange for the revaluation and the results will be intimated to the candidate concerned through the Coordinator of the Study Centre or Coordinating Centre. Revaluation is not permitted for practical courses and for project work.

15.2.1 Copies of the answer scripts for the theory course(s) may be obtained from the Controller of Examinations, Anna University on payment of the prescribed fee.

16 TEMPORARY BREAK OF STUDY FROM A PROGRAMME

If any candidate [student who has been admitted after paying the admission fees] intends to temporarily discontinue the programme at any point of time during the programme for valid reason and to rejoin the programme in the semester for which the candidate had obtained the break of study at a later period, the following rules are prescribed:

16.1 The candidate shall apply in the prescribed format with necessary documents to the Director, Centre for Distance Education not later than the last date for enrolling for the semester examination of that concerned semester.

16.2 A candidate is eligible for break of study for not more than two semesters without any fees.

16.3 In the event of the period of break of study extending beyond two years, the candidate shall pay a break of study fees of Rs.5,000/- for every subsequent semester.

16.4 The candidates permitted to rejoin the programme after break of study / prevention due to lack of attendance, shall be governed by the Curriculum and Regulations in force at the time of rejoining. The students rejoining in new Regulations shall apply to the Director, Academic Courses in the prescribed format through the Director, Centre for Distance Education for the prescribed additional courses, if any, at the beginning of the readmitted semester itself, so as to compensate for the shortage of the credits / courses.
17 DISPUTE RESOLUTION

The dispute / conflict that might arise between the stakeholders and the Distance Education Authorities in connection with the functioning of Distance Education Programme shall be resolved within the purview of the Anna University rules and regulations that are in force.

18 DISCIPLINARY PROCEDURE

The disciplinary procedures and practices to be followed are the same as that is followed for the regular degree programmes of Anna University wherever applicable. In special cases a committee will be constituted by Anna University to look into the intricacies of the issues and offer remedial measures / actions to be taken.

19 REVISION OF REGULATION, CURRICULUM AND SYLLABI

The University may from time to time revise, amend or change the Regulations, scheme of examinations and syllabi if found necessary.

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