

DHANALAKSHMI SRINIVASAN ENGINEERING COLLEGE

(AN AUTONOMOUS INSTITUTION, AFFILIATED TO ANNA UNIVERSITY, CHENNAI)

PERAMBALUR – 621 212

REGULATIONS 2020

CHOICE BASED CREDIT SYSTEM

COMMON TO ALL POST GRADUATE PROGRAMMES

This Regulations is applicable to the students admitted to M. E. / M. Tech., M. B. A., and M. C. A. Programmes at Dhanalakshmi Srinivasan Engineering College (Autonomous), Perambalur from the academic year 2020 – 2021 onwards.

1. PRELIMINARY DEFINITIONS AND NOMENCLATURE

In these Regulations, unless the context otherwise requires:

- I) **“Programme”** means Degree Programme that is M. E. / M. Tech., M. B. A., and M. C. A. Degree Programme.
- II) **“Discipline”** means specialization or branch of M. E. / M. Tech., Degree Programme, like Structural Engineering, Engineering Design, etc.
- III) **“Course”** means a theory or practical subject that is normally studied in a semester, like Mathematics, Physics, etc.
- IV) **“Head of the Institution”** means the Principal of the Institution.
- V) **“Dean, Academics”** means the authority of the institution who is responsible for all academic activities of the Academic Programmes for implementation of relevant rules of this Regulations pertaining to the Academic Programmes.
- VI) **“Controller of Examinations”** means the authority of the institution who is responsible for all activities of the Examinations.
- VII) **“Head of the Department”** means head of the Department concerned.
- VIII) **“University”** means ANNA UNIVERSITY, CHENNAI.
- IX) **“Institution”** means Dhanalakshmi Srinivasan Engineering College (Autonomous), Perambalur.

2. ADMISSION

- 2.1. Candidates for admission to the first semester of the Post-Graduate Degree Programme shall be required to have passed an appropriate Under-Graduate Degree Examination of Anna University or equivalent as specified under qualification for admission as per the Tamil Nadu Common Admission (TANCA) criteria.

Note: TANCA releases the updated criteria during the admissions every academic year. Admission shall be offered only to the candidates who possess the qualification prescribed against each programme.

Any other relevant qualification which is not prescribed against each programme shall be considered for equivalence by the committee constituted for the purpose. Admission to such degrees shall be offered only after obtaining equivalence to such degrees.

- 2.2. However, the University may decide to restrict admission in any particular year to candidates having a subset of qualifications prescribed at the time of admission.
- 2.3. 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 University from time to time.
- 2.4. Eligibility conditions for admission such as the class obtained, the number of attempts in qualifying examination and physical fitness will be as prescribed by the University from time to time.

Note: Candidates admitted under 'Full-Time' should be available in the College / Institution during the entire duration of working hours (From Morning to Evening on Full-Time basis) for the curricular, co-curricular and extra-curricular activities assigned to them.

The Full-Time candidates should not attend any other Full-Time programme(s) / course(s) or take up any Full-Time job / Part-Time job in any Institution or Company during the period of the Full-Time programme. Violation of the above rules will result in cancellation of admission to the PG programme.

3. PROGRAMMES OFFERED

A candidate may be offered admission to any one of the programme / disciplines of study approved by the Academic council of Institution.

3.1. Faculty of Computer Science and Engineering

- I. M.E., Computer Science and Engineering

3.2. Faculty of Electrical and Electronics Engineering

- I. M.E., Power Electronics and Drives

3.3. Faculty of Electronics and Communication Engineering

- I. M.E., Communication Systems

3.4. Faculty of Management Studies

- I. M.B.A., Master of Business Administration

3.5. Faculty of Master of Computer Applications

- I. M.C.A., Master of Computer Applications

3.6. Faculty of Mechanical Engineering

- I. M.E., CAD / CAM

4. STRUCTURE OF PROGRAMMES

4.1. Categorization of Courses

Every Post Graduate Degree will have a curriculum with syllabi consisting of theory and practical courses that shall be categorized as follows:

- i. **Foundation Courses (FC)** may include Mathematics or other basic courses.
- ii. **Professional Core (PC)** courses include the core courses relevant to the chosen specialization / branch.

- iii. **Professional Elective (PE)** courses include the elective courses relevant to the chosen specialization / branch.
- iv. **Employability Enhancement Courses (EEC)** include the communication skills and Project Work.

4.2. Number of courses per semester

Curriculum of a semester shall normally have a blend of lecture courses and practical courses including Employability Enhancement Courses. Each course may have credits assigned as per following.

Along with the CGPA courses the mandatory courses should be carried out.

4.3. Credit Assignment

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

Contact period per week	CREDITS
1 Lecture Period	1
1 Tutorial Period	1
2 Laboratory Periods (also for EEC courses like / Seminar / Project Work / etc.)	1

The Contact Periods per week for Practical can only be in multiples of 2.

4.4. Mandatory Courses

Mandatory courses are offered with the objective of augmenting curricular courses and to enrich students with additional skills, knowledge, attitude. These courses are designed to groom budding engineers, become employable and a responsible citizen of the nation. The students can enroll into any of the Mandatory course as grouped in the **Annexure 1** for every year during the programme. These courses are designed with a credit of one and two. Credits gained for the courses will be reflected in the Mark statement and not included for CGPA calculation.

Year	1	2	Total Credits
Credits	4	4	8

The credit requirement of mandatory course for the completion of programme is 8. Conduct of each course will be based on nature of course either within the campus or outside the campus. "Satisfactory" or "Not Satisfactory" will be assigned for the courses instead of Grade.

4.5. Medium of Instruction

The medium of instruction is English for all courses, examinations, seminar presentations and project / thesis / dissertation reports.

5. DURATION OF THE PROGRAMME

- 5.1. A student is ordinarily expected to complete the M. E. / M. Tech. / M. B. A. / M. C. A Programme in 4 semesters (two academic years) but in any case, not more than 8 Semesters.
- 5.2. Each semester shall normally consist of 90 working days including the internal assessment test(s) conducting days or 540 periods of each 50 minutes duration. The Head of the Institution shall ensure that every teacher imparts instruction as per the number of periods specified in the syllabus and that the teacher teaches the full content of the specified syllabus for the course being taught.
- 5.3. For the purpose of calculation of attendance requirement for writing the end semester examinations by students, following method shall be used.

$$\text{Percentage of Attendance} = \frac{\text{Total No of periods attended in all the courses per semester}}{(\text{No of periods / week as prescribed in the curriculum}) \times 15} \times 100$$

taken together for all courses of the semester

End Semester Examinations conducted by the Institution will be scheduled after the last working day of the semester.

6. COURSE REGISTRATION

- 6.1. Each student has to register for all courses to be undergone in the curriculum of a particular semester. The student can also register for courses for which the student has failed in the earlier semesters. In such cases the student shall do reappearance registration for those courses for which the attendance requirement is not compulsory.
- 6.2. The registration details of the candidates may be approved by the Head of the Institution and forwarded to the Controller of Examinations. This registration is for undergoing the course as well as for writing the End Semester Examinations. No Elective course shall be offered by any department of any institution unless a minimum $\frac{1}{3}$ of students' strength register for the course. However, if the students admitted in the associated Branch and Semester is less than 10, this minimum will not be applicable.

The courses that a student registers in a particular semester may include

- i. Courses of the current semester.
- ii. The core (Theory / Lab / EEC) courses that the student has not cleared in the previous semesters.
- iii. Elective courses which the student failed (either the same elective or a different elective instead).

7. ATTENDANCE REQUIREMENTS FOR COMPLETION OF THE SEMESTER

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

Ideally every student is expected to attend all classes of all the courses and secure 100% attendance. However, in order to give provision for certain unavoidable reasons such as Medical / participation in sports, the student is expected to attend at least 75% of the classes.

Therefore, he/she shall **secure not less than 75%** (after rounding off to the nearest integer) of overall attendance as calculated as per **clause 5.3**.

- 7.2. However, a candidate who secures overall attendance between 65% and 74% in the current semester due to medical reasons (prolonged hospitalization / accident / specific

illness) / Participation in Sports events may be permitted to appear for the current semester examinations subject to the condition that the candidate shall submit the medical certificate / sports participation certificate attested by the Head of the Institution. The same shall be forwarded to the Controller of Examinations for record purposes.

- 7.3. Candidates who **secure less than 65% overall attendance** shall not be permitted to write the examination at the end of the semester and not permitted to move to the next semester. They are required to repeat the incomplete semester in the next academic year, as per the norms prescribed.

8. FACULTY ADVISOR

There shall be a faculty advisor for each class. The faculty advisor will be one among the (course-instructors) of the class. He / She will be appointed by the HoD of the department concerned. The faculty advisor is the ex-officio member and the Convener of the class committee. The responsibilities for the faculty advisor shall be:

- i. To act as the channel of communication between the HoD and the students of the respective class.
- ii. To collect and maintain various statistical details of students.
- iii. To help the chairperson of the class committee in planning and conduct of the class committee meetings.
- iv. To monitor the academic performance of the students including attendance and to inform the class committee.
- v. To attend to the students' welfare activities like awards, medals, scholarships and industrial visits.

9. CLASS COMMITTEE

- 9.1. Every class shall have a class committee consisting of teachers of the class concerned, student representatives and a chairperson who is not teaching the class. The functions of the class committee include
- i. Solving problems experienced by students in the class room and in the laboratories.
 - ii. Clarifying the regulations of the programme and the details of rules therein.
 - iii. Informing the student representatives, the academic schedule including the dates of assessments and the syllabus coverage for each assessment.
 - iv. Informing the student representatives, the details of Regulations regarding weightage used for each assessment. In the case of practical courses (laboratory / drawing / project work / seminar etc.) the breakup of marks for each experiment / exercise / module of work, should be clearly discussed in the class committee meeting and informed to the students.
 - v. Analysing the performance of the students of the class after each test and finding the ways and means of solving problems, if any.
 - vi. Identifying the slow learners, if any, and requesting the teachers concerned to provide some additional help or guidance or coaching to such slow learners.
- 9.2. 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 a class, the class committee is to be constituted by the Head of the Institution.
- 9.3. The class committee shall be constituted within the first week of each semester.

- 9.4. At least 2 student representatives (usually 1 boy and 1 girl) shall be included in the class committee.
- 9.5. The Chairperson of the class committee may invite the faculty advisor(s) and the Head of the Department to the class committee meeting.
- 9.6. The Head of the Institution may participate in any class committee of the institution.
- 9.7. The chairperson is required to prepare the minutes of every meeting, submit the same to Head of the Institution within two days of the meeting and arrange to circulate it among the students and teachers concerned. 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 Institution.
- 9.8. The first meeting of the class committee shall be held within one week from the date of commencement of the semester, in order to inform the students about the nature and weightage of assessments within the framework of the Regulations. Two or three subsequent meetings may be held in a semester at suitable intervals. **The Class Committee Chairman shall put on the Notice Board the cumulative attendance particulars of each student at the end of every such meeting to enable the students to know their attendance details.** During these meetings the student members representing the entire class, shall meaningfully interact and express the opinions and suggestions of the other students of the class in order to improve the effectiveness of the teaching-learning process.

10. 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 / Head of the Institution depending upon whether all the teachers teaching the common course belong to a single department or to several departments. The 'Course committee' shall meet in order to arrive at a common scheme of evaluation for the test and shall ensure a uniform evaluation of the tests. Wherever feasible, the course committee may also prepare a common question paper for the internal assessment test(s).

11. SYSTEM OF EXAMINATION

- 11.1. Performance in each course of study shall be evaluated based on (i) continuous assessment throughout the semester and (ii) Examination at the end of the semester.
- 11.2. Each course, both theory and practical (including project work & viva voce Examinations) shall be evaluated for a maximum of 100 marks.
- 11.3. The examination (theory and practical) of 3 hours duration shall ordinarily be conducted between October and December during the odd semesters and between April and June during the even semesters.
- 11.4. For the examination in both theory and practical courses including project work the internal and external examiners shall be appointed by the Controller of Examinations.

12. PROCEDURE FOR AWARDING MARKS FOR INTERNAL ASSESSMENT

For all theory and practical courses (including project work) the Internal Assessment shall be for a maximum of 20 marks.

12.1. Theory Courses

Three tests each carrying 100 marks shall be conducted during the semester by the Department / College. 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 (This also implies equal weightage to all the three tests).

12.2. Laboratory Courses

The maximum marks for Internal Assessment shall be 20 in case of practical courses. Every practical exercise / experiment shall be evaluated based on conduct of experiment / exercise and records maintained. There shall be at least one test. The criteria for arriving at the Internal Assessment marks of 20 is as follows: 25 marks shall be awarded for the evaluation of record note, 25 marks for attendance percentage and 50 marks for test. The total mark shall be reduced to 20 and rounded to the nearest integer.

12.3. Project Work

- 12.3.1. The project work for M.E. / M.Tech. Programmes consist of Phase-I and Phase-II. The Phase-I is to be undertaken during III semester and Phase-II, which is a continuation of Phase-I is to be undertaken during IV semester.
- 12.3.2. In case of candidates of M.E. / M.Tech. Programmes not completing Phase-I of project work successfully, the candidates can undertake Phase-I again in the subsequent semester. In such cases the candidates can enrol for Phase-II, only after successful completion of Phase-I.
- 12.3.3. Project work shall be carried out under the supervision of a “qualified teacher” in the Department concerned. In this context “qualified teacher” means the faculty member possessing (i) PG degree with a minimum of 3 years’ experience in teaching or (ii) Ph.D. degree.
- 12.3.4. A candidate may, however, in certain cases, be permitted to work on projects in an Industrial / Research Organization, on the recommendations of the Head of the Department Concerned. In such cases, the Project work shall be jointly supervised by a supervisor of the department and an expert as a joint supervisor from the organization and the student shall be instructed to meet the supervisor periodically and to attend the review committee meetings for evaluating the progress.
- 12.3.5. The Project work (Phase II in the case of M.E. / M.Tech.) shall be pursued for a minimum of 12 weeks during the final semester.
- 12.3.6. The deadline for submission of final Project Report is 30 calendar days from the last working day of the semester in which project / thesis / dissertation is done. However, the Phase-I of the Project work in the case M.E. / M.Tech. Programmes also shall be submitted within a maximum period of 30 calendar days from the last working day of the semester as per the academic calendar published by the Institution.
- 12.3.7. The evaluation of Project Work for Phase-I & Phase-II in the case of M.E. / M.Tech. and project work of M.B.A and M.C.A shall be done independently in the respective semesters and marks shall be allotted as per the weightages given as following.

The Head of the Institutions shall constitute a Project Monitoring Committee (PMC) for project work for each branch of study. The student shall make presentation on the progress made by him / her before the committee. The total marks obtained in the reviews shall be **reduced for 20 marks** and rounded to the nearest integer. There will be a viva-voce Examination during End Semester Examinations conducted by a Committee consisting of the supervisor, one internal examiner and one external

examiner. The internal examiner and the external examiner shall be appointed by the Controller of Examination.

The distribution of marks for the internal assessment and End semester examination is given below:

0 th Review	I Review	II Review	III Review	End semester Examinations			
				Project Thesis Submission	Viva-Voce (50)		
					Internal	External	Supervisor
5	5	5	5	30	15	20	15

For M.E. / M.Tech. there shall be the zeroth review during the 2nd semester followed by three reviews during the 3rd semester for Phase-I. And there shall be the zeroth review during the 3rd semester followed by three reviews during the 4th semester for Phase-II.

For M. B. A. / M. C. A. there shall be the zeroth review during the 3rd semester followed by three reviews during the 4th semester.

12.3.8. The Project Report prepared according to approved guidelines as given by Dean, Academics and duly signed by the supervisor(s) and the Head of the Department concerned shall be submitted to the Head of the Institution.

12.3.9. If the candidate fails to obtain 50% of the internal assessment marks in the Phase-I and Phase-II / final project, he/she will not be permitted to submit the report for that particular semester and has to re-enrol for the same in the subsequent semester.

If a 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-enrol for the same in a subsequent semester. This applies to both Phase-I and Phase-II in the case of M.E. / M.Tech. Project Work and the Final Project work of M.B.A. / M.C.A.

If a candidate fails in the end semester examinations of Phase-I, he / she has to resubmit the Project Report within 30 days from the date of declaration of the results. If he / she fails in the End semester examination of Phase-II of Project work of M.E. / M.Tech. or the Final Project work of M. B. A. / M. C. A., he / she shall resubmit the Project Report within 30 days from the date of declaration of the results. The resubmission of a project report and subsequent viva-voce examination will be considered as reappearance with payment of exam fee. For this purpose, the same Internal and External examiners shall evaluate the resubmitted report.

12.3.10. A copy of the approved Project Report after the successful completion of viva-voce examinations shall be kept in the library of the college / institution.

12.4. Internal marks approved by the Head of the Institution shall be displayed by the respective HODs.

12.5. Attendance Record

Every teacher is required to maintain a 'LOG BOOK' which consists of attendance marked in each lecture or practical or project work class, the test marks and the record of class work (topic covered), separately for each course. This should be submitted to the Head of the department periodically (at least three times in a semester) for checking the syllabus coverage and the records of test marks and attendance. The Head of the department will put his signature and date after due verification. At the end of the

semester, the record should be verified by the Head of the Institution who will keep this document in safe custody (for five years). The Institution or any inspection team appointed by the University may verify the records of attendance and assessment of both current and previous semesters. A maximum of 5 marks for attendance out of 100 marks shall be given to each student depending on candidate's attendance percentage as per the distribution given below:

Attendance (5 Marks)	
Percentage of attendance	Marks
95 and above	5
90 – 94	4
85 – 89	3
80 – 84	2
75 – 79	1

13. REQUIREMENTS FOR APPEARING FOR END SEMESTER EXAMINATIONS

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

Further, registration is mandatory for all the courses in the current semester as well as for arrear(s) course(s) for the examinations failing which, the candidate will not be permitted to move to the higher semester.

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

14. PASSING REQUIREMENTS

- 14.1. A candidate who secures not less than 50% of total marks prescribed for the course [Internal Assessment + End semester Examinations] with a minimum of 50% of the marks prescribed for the end-semester Examination, shall be declared to have passed the course and acquired the relevant number of credits. This is applicable for both theory and practical courses (including project work).
- 14.2. The internal marks obtained in the first appearance shall be considered till passing the course.
- 14.3. If a student fails to secure a pass in a theory course, the student shall do reappearance registration in the subsequent semester.
- 14.4. If a student fails to secure a pass in a laboratory course, the student shall register for the course again, in the subsequent semester.
- 14.5. If a student fails to secure a pass in project work, **the student shall register** for the course again, in the subsequent semester.
- 14.6. The passing requirement for the courses which are assessed only through purely internal assessments (EEC courses except project work), is 100% of the internal assessment marks only.

15. AWARD OF LETTER GRADES

- 15.1. All assessments of a course will be evaluated on absolute marks basis. However, for the purpose of reporting the performance of a candidate, letter grades, each carrying certain number of points, will be awarded as per the range of total marks (out of 100) obtained by the candidate in each subject as detailed below:

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 (Re-Appearence)	0	<50
WA (Want of Attendance)	0	
W (withdrawal)	0	

A student is deemed to have passed and acquired the corresponding credits in a particular course if he/she obtains any one of the following grades: “O”, “A+”, “A”, “B+”, “B”.

‘WA’ denotes want of attendance who secured less than 65% overall attendance and hence prevention from writing the end semester examinations. ‘WA’ will appear only in the result sheet.

“RA” denotes that the student has failed to pass in that course.

“W” denotes **withdrawal** from the exam for the particular course.

If the grade RA / W is given to course, the attendance requirement need not be satisfied.

15.2. Grade sheet

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

- The college in which the candidate has studied
- The list of courses enrolled during the semester and the grade scored.
- The Semester Grade Point Average (SGPA) for the semester and
- The Cumulative Grade Point Average (CGPA) of all courses enrolled from first semester onwards.
- The list of mandatory courses carried out by the candidate.

SGPA is the ratio of the sum of the products of the number of credits for courses acquired and the corresponding points to the sum of the number of credits for the courses acquired in the semester.

CGPA will be calculated in a similar manner, considering all the courses registered from first semester. RA grades will be excluded for calculating SGPA and CGPA.

$$SGPA / CGPA = \frac{\sum_{i=1}^n C_i GP_i}{\sum_{i=1}^n C_i}$$

where C_i is the number of Credits assigned to the course.

GP_i is the point corresponding to the grade obtained for each course.

n is number of all `courses successfully cleared during the particular semester in the case of SGPA and during all the semesters in the case of CGPA.

16. ELIGIBILITY FOR THE AWARD OF THE DEGREE

16.1. A student shall be declared to be eligible for the award of the M.E. / M.Tech., M.B.A., and M.C.A. Degree provided the student has

- i. Successfully gained the required number of total credits as specified in the curriculum corresponding to the student's programme within the stipulated time.
- ii. Successfully completed the course requirements, appeared for the End-Semester examinations and passed all the subjects prescribed in all the 4 semesters within a maximum period of 4 years reckoned from the commencement of the first semester to which the candidate was admitted.
- iii. Successfully completed the Mandatory Courses.
- iv. No disciplinary action pending against the student.
- v. The award of Degree must have been approved by the University.

16.2. CLASSIFICATION OF THE DEGREE AWARDED

16.2.1. FIRST CLASS WITH DISTINCTION:

A student who satisfies the following conditions shall be declared to have passed the examination in **First class with Distinction**.

- Should have passed the examination in all the courses of all the four semesters in the student's First Appearance itself within two years, which excludes authorised break of study of one year (if availed). Withdrawal from examination will not be considered as an appearance.
- Should have secured a CGPA of not less than **8.50**.
- Should NOT have been prevented from writing end semester examination due to lack of attendance in any semester.

16.2.2. FIRST CLASS:

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 four semesters within three years, which excludes one year of authorized break of study (if availed) or prevention from writing the End Semester Examination due to lack of attendance (if applicable).
- Should have secured a CGPA of not less than **7.00**.

16.2.3. SECOND CLASS:

All other students who qualify for the award of the degree shall be declared to have passed the examination in **Second Class**.

- 16.3. A candidate who is absent in end semester examination in a course / project work after having registered for the same shall be considered to have appeared in that examination for the purpose of classification.

16.4. Photocopy / Revaluation

A candidate can apply for photocopy of his/her semester examination answer paper in a theory course, within 1 week from the declaration of results, on payment of a prescribed fee through proper application to the Controller of Examinations through the Head of Institution. The answer script is to be valued and justified by a faculty member, who handled the subject and recommend for revaluation with breakup of marks for each question. Based on the recommendation, the candidate can register for the revaluation through proper application to the Controller of Examinations. The Controller of Examinations will arrange for the revaluation and the results will be intimated to the candidate concerned through the Head of the Institution. Revaluation is not permitted for practical courses and for project work.

16.5. Review

Candidates not satisfied with Revaluation can apply for Review of his/ her examination answer paper in a theory course, within the prescribed date on payment of a prescribed fee through proper application to Controller of Examination through the Head of the Institution.

Candidates applying for Revaluation only are eligible to apply for Review.

17. PROVISION FOR WITHDRAWAL FROM END-SEMESTER EXAMINATION

- 17.1. A student may, for valid reasons, (medically unfit / unexpected family situations / sports approved by Chairman, sports board and HOD) be granted permission to withdraw from appearing for the end semester examination in any course or courses in **ANY ONE** of the semester examinations during the entire duration of the degree programme. The application shall be sent to Director, Academics through the Head of the Institutions with required documents.
- 17.2. Withdrawal application is valid if the student is otherwise eligible to write the examination and if it is made within TEN days prior to the commencement of the examination in that course or courses and recommended by the Head of the Institution and approved by the Controller of Examinations.
- 17.2.1. Notwithstanding the requirement of mandatory 10 days' notice, applications for withdrawal for special cases under extraordinary conditions will be considered on the merit of the case.
- 17.3. In case of withdrawal from a course / courses the course will figure both in Marks Sheet as well as in Result Sheet. **Withdrawal essentially requires the student to register for the course / courses** the student has to register for the course, fulfil the attendance requirements, earn continuous assessment marks and attend the end semester examination. However, withdrawal shall not be construed as an appearance for the eligibility of a candidate for First Class with Distinction.

18. PROVISION FOR AUTHORISED BREAK OF STUDY

- 18.1. A student is permitted to go on break of study for a maximum period of one year as a single spell.
- 18.2. Break of Study shall be granted only once for valid reasons for a maximum of one year during the entire period of study of the degree programme. However, in extraordinary situation the candidate may apply for additional break of study not exceeding another one year by paying prescribed fee for break of study. If a candidate intends to temporarily discontinue the programme in the middle of the semester for valid reasons, and to re-join the programme in a subsequent year, permission may be granted based on the merits of the case provided he / she applies to the Dean, Academics in advance, but not later than the last date for registering for the end semester examination of the semester in question, through the Head of the Institution stating the reasons therefore and the probable date of re-joining the programme.
- 18.3. The candidates permitted to re-join 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 re-joining. The students re-joining in new Regulations shall apply to the Dean, Academics in the prescribed format through Head of the Institution at the beginning of the readmitted semester itself for prescribing additional courses, if any, from any semester of the regulations in-force, so as to bridge the curriculum in-force and the old curriculum.
- 18.4. The authorized break of study would not be counted towards the duration specified for passing all the courses for the purpose of classification.
- 18.5. 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 specified irrespective of the period of break of study in order that he/she may be eligible for the award of the degree.
- 18.6. If any student is prevented for want of required attendance, the period of prevention shall not be considered as authorized 'Break of Study'.

19. DISCIPLINE

- 19.1. Every student is required to observe disciplined and decorous behaviour both inside and outside the college and not to indulge in any activity which will tend to bring down the prestige of the Institution. The Head of Institution shall constitute a disciplinary committee consisting of Head of Institution and all the Heads of Departments to enquire into acts of indiscipline.
- 19.2. If a student indulges in malpractice in any of the examination, he / she shall be liable for punitive action as prescribed by the Institution from time to time.

20. REVISION OF REGULATIONS, CURRICULUM AND SYLLABI

The Institution may from time to time revise, amend or change the Regulations, Curriculum, Syllabus and scheme of examinations through the Academic Council.
