



MAHENDRA ENGINEERING COLLEGE
(AUTONOMOUS)



FS 68172

MAHENDHIRAPURI, MALLASAMUDRAM,
NAMAKKAL DT -637 503.

Post Graduate (M.E./M.Tech. /MCA /MBA)

REGULATIONS 2013.

CONTENT

1. PRELIMINARY DEFINITIONS AND NOMENCLATURE
2. ADMISSION
3. DURATION AND STRUCTURE OF THE PROGRAMMES
4. PROJECT WORK
5. EVALUATION OF PROJECT WORK
6. CLASS ADVISER
7. CLASS COMMITTEE
8. COURSE COMMITTEE FOR COMMON COURSES
9. ATTENDANCE REQUIREMENTS FOR COMPLETION OF A SEMESTER
10. SYSTEM OF EXAMINATION

- 11. PROCEDURE FOR AWARDING MARKS FOR INTERNAL ASSESSMENT**
- 12. REQUIREMENTS FOR APPEARING FOR END SEMESTER EXAMINATIONS**
- 13. PASSING REQUIREMENTS**
- 14. ELIGIBILITY FOR THE AWARD OF THE DEGREE**
- 15. AWARD OF LETTER GRADES**
- 16. CLASSIFICATION OF THE DEGREE AWARDED**
- 17. PROVISION FOR WITHDRAWAL FROM END-SEMESTER EXAMINATION**
- 18. PROVISION FOR AUTHORISED BREAK OF STUDY**
- 19. DISCIPLINE**
- 20. REVISION OF REGULATIONS, CURRICULUM AND SYLLABUS**
- 21. LEGAL JURISDICTION**

POST GRADUATE (M.E / M.Tech., M.C.A and M.B.A.)

REGULATIONS 2013

CREDIT SYSTEM-DEGREE OF MASTER OF ENGINEERING / TECHNOLOGY/COMPUTOR APPLICATION/BUSINESS ADMINSTRATION)

The following Regulations are applicable to the students admitted to M.E./ M.Tech. MCA and MBA programmes in **Mahendra Engineering College, (Autonomous)**, affiliated to Anna University, Chennai -25 from the academic year 2013-2014.

1. PRELIMINARY DEFINITIONS AND NOMENCLATURE

In these Regulations, unless the context otherwise requires:

- i. **“Programme”** means Post graduate Degree Programme e.g. M.E., M.Tech. Degree Programme.
- ii. **“Branch”** means specialization or discipline of M.E. / M.Tech. Degree Programme like “Structural Engineering”, “Engineering Design”, etc.
- iii. **“Course”** means Theory or Practical subject that is normally studied in a semester, like Applied Mathematics, Advanced Thermodynamics, etc.
- IV) **“Director, Academic”** means the authority of the college, who is responsible for all academic activities of the Departments for implementation of **relevant rules of this Regulations.**

V) “**Head of the Institution**” means the Principal.

VI) “**Head of the Department**” means head of the Department concerned.

VII) “**Controller of Examinations**” means the authority of the college, who is responsible for all activities of the Autonomous college Examinations.

VIII) “**University**” means ANNA UNIVERSITY, CHENNAI.

IX). “**College**” means Mahendra Engineering College (Autonomous).

2. ADMISSION

2.1 P.G. PROGRAMMES OFFERED, MODES OF STUDY AND ADMISSION REQUIREMENTS:

1. M.E. 2. M.Tech. 3. M.B.A. 4. M.C.A.

2.2 Modes of Study:

As per Regulations of Anna University (R-2013, Section § 2.2)

2.2 ADMISSION REQUIREMENTS:

As per norms of Anna University ,Chennai and Government of Tamilnadu. (R-2013, Section. §2.2)

3. DURATION AND STRUCTURE OF THE PROGRAMMES:

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

Programme	Min. No. of Semesters	Max. No. of Semesters
M.E. / M.Tech. (Full-Time)	4	8
M.E. / M.Tech. (Part Time)	6	12
M.C.A. (Full Time)	6	12
M.B.A. (Full Time)	4	8
M.B.A. (Part Time)	6	12

3.2 Every Programme will have a curriculum and syllabus consisting of core courses, elective courses and project work. The Programme may also include seminar, practical / Industrial training, Summer project if they are specified in the curriculum.

3.3 The Curriculum and Syllabi of all the P.G. Programmes shall be approved by the **Academic Council of Mahendra Engineering College**. The number of Credits to be earned for the successful completion of the programme shall be as specified in the Curriculum of the respective specialization of the P.G. Programme .

3.4 Each semester shall normally consist of 90 working days or 350 periods of each 50 minutes duration, for full-time mode of study (400 Periods for M.B.A.) or 200 periods for part-time mode of study. 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. End Semester Examinations conducted by the college will be scheduled after the last working day of the semester.

3.5 The minimum prescribed credits required for the award of the degree shall be within the limits specified below:

Programme	Prescribed Credit Range
M.E. / M.Tech.	65 to 75
M.C.A.	119
M.B.A.	96

3.6 Credits will be assigned to the courses for different modes of study as given below:

3.6.1 The following will apply to all modes of P.G. Programmes.

- One credit for each lecture period allotted per week
- One credit for each tutorial period allotted per week
- One credit for each seminar/practical session/project work of two periods designed per week (2 credits for 3 or 4 periods of practical).

3.6.2 Two weeks of practical training in any industrial / research laboratory correspond to one credit, and is applicable to all modes of study and maximum of **3 credits**.

3.6.3 Practical training or Industrial Training if specified in the Curriculum should be organized by the Head of the Department / Institution for a duration not exceeding 4 weeks.

3.6.4 Summer project if specified in the Curriculum, should be organized by the Head of the Department / Institution for a duration not exceeding 6 weeks.

3.7 The electives from the curriculum are to be chosen with the approval of the Head of the Department. A candidate may be permitted by the Head of the Department to choose a maximum of two electives from other P.G. Programmes offered in the Department /any other Department of the Institutions during the period of his/her study, provided the Head of the Department offering such course also approves such requests subject to no clash in the time-table for the lecture classes of both departments.

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

4. PROJECT WORK

4.1 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.

4.2 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 enroll for Phase-II, only after successful completion of Phase-I.

4.3 Project work shall be carried out under the supervision of a “qualified teacher” in the Department concerned. In this context js “qualified teacher” means the faculty member possessing (i) PG degree with a minimum of 3 years experience in teaching or (ii) Ph.D. degree.

4.4 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.

4.5 The Project work (Phase II in the case of M.E/M.Tech.) shall be pursued for a minimum of 16 weeks during the final semester.

4.6 The deadline for submission of final Project Report is 60 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 of M.E. / M.Tech. Programmes 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 College.

5. EVALUATION OF PROJECT WORK

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 in Clause 5.1.

5.1 There shall be three assessments (each 100 marks) during the Semester by a review committee. The Student shall make presentation on the progress made before the Committee. The Head of the Institution shall constitute the review committee for each branch of study. The total marks obtained in the three assessments shall be reduced to 40 marks and rounded to the nearest integer (as per the Table given below). 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:

Internal Assessment (40 Marks)			End Semester Examination (60 Marks)			
Review - I	Review - II	Review - III	Thesis Submission (15 Marks)	Viva – Voce (Rounded to 45 Marks)		
			External Examiner	Internal Examiner	External Examiner	Supervisor Examiner
10	15	15	15	15	20	10

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

5.3 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-enroll 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-enroll 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 60 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.

5.3.1 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.

5.3.2 Practical / Industrial Training, Summer Project if specified in the Curriculum shall not exceed the maximum duration of 4 weeks and should be organized by the Head of the Department for every student.

5.3.3 At the end of Practical / Industrial Training, Summer Project the candidate shall submit a certificate from the organization where

he/she has undergone training and also a brief report. The evaluation for 100 marks will be carried out internally based on this report and a Viva-Voce Examination will be conducted by a Departmental Committee constituted by the Head of the Institution. Certificates submitted by the students shall be attached to the mark list sent by the Head of the Institution to the Controller of Examinations.

6. CLASS ADVISER

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. The responsibilities for the class advisor shall be:

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

7. CLASS COMMITTEE

7.1 A Class Committee consists of teachers of the concerned class, student representatives and a chairperson who is not teaching the class. It is like the .Quality Circle. (more commonly used in industries) with the overall goal of improving the teaching-learning process. The functions of the class committee include:

- Solving problems experienced by students in the class room and in the laboratories.
- Clarifying the regulations of the programme and the details of rules therein.
- Informing the student representatives, the “academic schedule” including the dates of assessments and the syllabus coverage for each assessment period.
- Informing the student representatives, the details of regulations regarding the weightage used for each assessment. In the case of practical courses (laboratory / 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.
- Analyzing the performance of the students of the class after each test and finding the ways and means of improving the Students Performance

- Identifying the weak students, if any, in any specific subject and requesting the teachers concerned to provide some additional help or guidance or coaching to such weak students as frequently as possible.

7.2 The class committee for a class under a particular programme is normally constituted by the Head of the Department. However, if the students of different programmes are mixed in a class, the class committee is to be constituted by the Head of the Institution.

7.3 The class committee shall be constituted on the first working day of any semester or earlier.

7.4 At least 2 student representatives (usually 1 boy and 1 girl) shall be included in the class committee. 7.5 The chairperson of the class committee shall invite the Class adviser(s) and the Head of the Department to the meeting of the class committee.

7.6 The Head of the Institution may participate in any class committee of the institution.

7.7 The Chairperson of the Class Committee is required to prepare the minutes of every meeting, submit the same to the Head of the Institution within two days of the meeting and arrange to circulate among the concerned students and teachers. 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.

7.8 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 at suitable intervals. During these meetings the student members, representing the entire class, shall meaningfully interact and express the opinions and suggestions of the class students to improve the effectiveness of the teaching-learning process.

8. COURSE COMMITTEE FOR COMMON COURSES

Each common course offered to more than one group of students 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 as often as possible and ensure uniform evaluation of the tests and arrive at a common scheme of evaluation for the tests. Wherever it is feasible, the course committee may also prepare a common question paper for the Assessment Test(s).

9. ATTENDANCE REQUIREMENTS FOR COMPLETION OF A SEMESTER

9.1 A candidate who has fulfilled the following conditions shall be deemed to have satisfied the attendance requirements for completion of a semester. Ideally every student is expected to attend all classes and earn 100% attendance. However in order to allow provision for certain unavoidable reasons such as prolonged hospitalization / accident / specific illness the student is expected to earn a minimum of 75% attendance to become eligible to write the End-Semester Examinations. Therefore, every student shall secure not less than 75% of overall attendance in that semester taking into account the total number of periods in all courses attended by the candidate as against the total number of periods in all courses offered during that semester.

9.2 However, a candidate who secures overall attendance between 65% and 74% in that 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 to *the Principal through the HoD*. The same shall be forwarded to the Controller of Examinations for record purposes.

9.3 Candidates who could secure less than 65% overall attendance and Candidates who do not satisfy the clauses 9.1 & 9.2 will not be permitted to write the end-semester examination of that current semester and are not permitted to go to next semester. They are

required to repeat the incomplete semester in the next academic year.

10. SYSTEM OF EXAMINATION

10.1 Performance in each course of study shall be evaluated based on

- (i) Continuous internal assessment throughout the semester and
- (ii) Final examination at the end of the semester.

10.2 Each course, both theory and practical (including project work & Viva voce Examinations) shall be evaluated for a maximum of 100 marks.

10.2.1 For all theory and practical courses including project work, the continuous internal assessment will carry 40 marks while the End Semester examination will carry 60 marks.

Project work may be allotted to a single student .

10.3 At the end of the semester, 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.

10.4 The examination for project work shall consist of evaluation of the final report submitted by the student by an external examiner followed by a viva-voce examination conducted separately for each

student by a committee consisting of the external examiner, and an internal examiner.

10.5 For the semester examination in both theory and practical courses including project work the internal and external examiners shall be appointed by the Controller of Examinations.

11. PROCEDURE FOR AWARDING MARKS FOR INTERNAL ASSESSMENT

For all theory and practical courses the continuous assessment shall be for a maximum of **40marks** (consisting of **20 marks for tests/experiments and 5 marks for attendance &15 for assignment, co-curricular and extra-curricular**). The above continuous assessment shall be awarded as per the procedure given below:

11.1. (a) Theory Courses

Minimum of two Mid semester examination, each carrying 100 marks shall be conducted during the semester. The total marks obtained in all tests put together out of 200, shall be proportionately reduced for 20 marks and rounded to the nearest integer (This also implies equal weightage to all the tests). The attendance will carry 5 marks,

$= (A-75)/5$. The negative mark comes out from this calculation, will be made as zero and Where, A= attendance in percentage for each subject.

(b) Practical Courses:

Every practical exercise / experiment shall be evaluated based on the exercise /experiment prescribed as per the syllabi and the records of work done maintained. **There shall be at least one test during the semester.** The criteria for arriving at the internal assessment marks (40 marks) shall be decided based on the recommendation of the class committee and shall be announced at the beginning of every semester by the Principal. There may be midterm practical test for 20marks,5 marks for attendance and 15 marks for record/assignment .

(c) Internal Assessment for Theory Courses with Laboratory Component:

The maximum marks for Internal Assessment shall be 40 in case of theory courses with Laboratory component. If there is a theory course with Laboratory component, there shall be two tests: The first test will be from theory portions and the second test will be for laboratory component. The sum of marks of t two tests shall be reduced to 20 marks and the remaining 20 marks shall be split as 5 marks for attendance and 15 marks for record/assignment.

(d) Seminar / Professional Practices / Case Study:

The seminar / Case study is to be considered as purely INTERNAL (with 100% internal marks only). Every student is expected to present a minimum of 2 seminars per semester before the evaluation committee and for each seminar marks can be equally apportioned. The three member committee appointed by Head of the Institution will evaluate the seminar and at the end of the semester the marks can be consolidated and taken as the final mark. The evaluation shall be based on the seminar paper (40%), presentation (40%) and response to the questions asked during presentation (20%).

(e) The Industrial / Practical Training:

The Industrial / Practical Training shall carry 100 marks and shall be evaluated through internal assessment only. At the end of Industrial / Practical training / internship / Summer Project, the candidate shall submit a certificate from the organization where he / she has undergone training and a brief report. The evaluation will be made based on this report and a Viva-Voce Examination, conducted internally by a three member Departmental Committee constituted by the Head of the Institution. Certificates submitted by the candidate shall be attached to the mark list sent by the Head of the Department.

11.2 Internal marks approved by the Head of the Institution shall be displayed by the respective HODs within 5 days from the last working day.

11.3 Every teacher is required to maintain an 'ATTENDANCE AND ASSESSMENT RECORD' which consists of attendance marked in each lecture or practical or project work class, the test marks and the record of class work (topics 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 university or any inspection team appointed by the University may inspect the records

12. REQUIREMENTS FOR APPEARING FOR END SEMESTER EXAMINATIONS

A candidate shall normally be permitted to appear for Examinations of any semester commencing from First semester if he/she has satisfied the semester completion requirements (subject to Clause9) and has registered for examination in all courses of the semester. Registration is mandatory for semester examinations as well as arrear examinations, failing which the candidate will not be permitted to move to the higher semester.

12.1 A candidate who has already appeared for any subject in a semester and passed the examination is not entitled to reappear in the same subject for improvement of grades / marks.

13. PASSING REQUIREMENTS

13.1 A candidate who secures not less **than 50% of total marks prescribed for the courses** with a **minimum 40%** of the marks prescribed for the end-semester Examination in theory and **minimum 50%** practical courses (including Project work), shall be declared to have passed the Examination.

13.1.1 If a candidate fails to secure a pass in a particular course, it is mandatory that he/she shall register and reappear for the supplementary examination in that course /during the subsequent semester when examination is conducted for that course; he/she should continue to register and reappear for the examinations in the failed subjects till he / she secures a pass.

13.1.2 The internal 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.

14. ELIGIBILITY FOR THE AWARD OF THE DEGREE

14.1 A student shall be declared to be eligible for the award of the Degree if he/she has Successfully gained the required number of total credits as specified in the Curriculum corresponding to his/her Programme within the stipulated time.

-No disciplinary action is pending against him/her.

-Successfully completed the field visit / industrial training, if any, as prescribed in the curriculum.

- The award of the degree must be approved by the academic council.

- Successfully completed any additional courses prescribed by the Director, Academic Courses, whenever any candidate is readmitted under Regulations other than R – 2013 (clause 18.2.).

15. AWARD OF LETTER GRADES

15.1.1 **All assessments of a course will be done 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
S	10	91 – 100	
A	9	81 – 90	
B	8	71 – 80	
C	7	61 – 70	
D	6	56 – 60	

E	5	50 – 55
U	0	< 50
I	0	
W	0	

“**U**” denotes Reappearance, **RA** is required for the examination in the course. (This grade will figure both in Marks Sheet as well as in Result Sheet)

“**W**” denotes withdrawal from the course.

The Grade “**I**” denotes inadequate attendance (as per clause 12) and hence prevention from writing the end semester examination.

The Grade “**I**” and “**W**” will figure only in the Result Sheets.

Grade sheet

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

The list of courses enrolled during the semester and the grade scored.

The Grade Point Average (GPA) for the semester and the Cumulative Grade Point Average (CGPA) of all courses enrolled from

first semester onwards. GPA for a semester is the ratio of the sum of the products of the number of credits for courses and acquired grade point for the corresponding courses points to the sum of the number of credits for the courses acquired in the semester.

$$\text{GPA} = \frac{\sum_{i=1}^n C_i Gp_i}{\sum_{i=1}^n C_i}$$

CGPA will be calculated in a similar manner, considering all the courses registered from first semester. “U”, and “W” grades will be excluded for calculating GPA and CGPA.

$$\text{CGPA} = \frac{\sum_{i=1}^n C_i Gp_i}{\sum_{i=1}^n C_i}$$

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 GPA

16. CLASSIFICATION OF THE DEGREE AWARDED

16.1 FIRST CLASS WITH DISTINCTION: A candidate who satisfies the following conditions shall be declared to have passed the examination in **First class with Distinction: M.E. / M.Tech., M.B.A.(Full Time)** Should have passed the End semester examination in all the courses of all the four semesters in his/her **First Appearance** within two years. Withdrawal from examination (vide Clause 17) will not be considered as an appearance. One year authorized break of study (if availed of) is permitted in addition to two years for award of First class with Distinction.

Should have secured a CGPA of not less than 8.50

M.E. / M.Tech., M.B.A.(Part Time) and M.C.A (Full Time)

Should have passed the End semester examination in all the courses of all the six semesters in his/her **First Appearance** within three years. Withdrawal from examination (vide Clause 17) will not be considered as an appearance. One year authorized break of study (if availed of) is permitted in addition to three years for award of First class with Distinction.

Should have secured a CGPA of not less than 8.50.

16.2 FIRST CLASS: A candidate who satisfies the following conditions shall be declared to have passed the examination in

First class: M.E. / M.Tech. M.B.A.(Full Time)

Should have passed the End semester examination in all the courses of all the four semesters within three 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 three years.

Should have secured a CGPA of not less than 6.50.

M.E. / M.Tech. M.B.A. (Part Time) and M.C.A (Full Time)

Should have passed the End semester examination in all the courses of all the six semesters within four 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 four years.

Should have secured a CGPA of not less than 6.50.

16.3 SECOND CLASS: All other candidates (not covered in clauses 16.1 and 16.2) who qualify for the award of the degree (vide Clause 14) shall be declared to have passed the examination in **Second Class**.

16.4. A candidate who is absent in 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.

16.5 Revaluation A candidate can apply for revaluation / photocopy of his/her 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 Head of Institutions. The Controller of

Examinations will arrange for the revaluation and the results will be intimated to the candidate concerned through the Head of the Institutions. Revaluation is not permitted for practical courses and for project work. A candidate can apply for revaluation of answer scripts.

16.6 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 photocopy-cum-Revaluation only are eligible to apply for Review.

17. PROVISION FOR WITHDRAWAL FROM END-SEMESTER EXAMINATION

17.1 A candidate may be granted permission for valid reasons and on prior application, to withdraw from appearing for the examination of any one course or consecutive examinations of more than one course in a semester examination.

17.2 Such withdrawal shall be permitted only twice during the entire period of study of the programme.

17.3 Withdrawal application is valid **only if it is made prior 3 days** 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.

17.3.1 The applications for withdrawal for special cases under extraordinary conditions will be considered on the merit of the case.

17.4 Withdrawal shall not be construed as an appearance for the eligibility of a candidate for First Class with Distinction. This provision is not applicable to those who seek withdrawal during VII semester.

18. PROVISION FOR AUTHORISED BREAK OF STUDY

18.1 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 rejoin the programme in a subsequent year, permission may be granted based on the merits of the case provided he / she applies to the **Director, Student Affairs** in advance, but not later than the last date for registering for the end semester examination of the semester in question, through the Principal of the Institution stating the reasons and the probable date of rejoining the programme.

18.2 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 rejoined.

18.2(i) The students rejoined in any of the semesters are required to gain the stipulated number of credits in order to become eligible for the award of degree, under Regulations.

18.2(ii) If any shortage of credits is observed cumulatively till the semester in which he / she is readmitted, then the Principal / student (through the Principal) shall apply to the Director, Academic Courses for prescribed additional courses, if any, at the beginning of the readmitted semester itself, so as to compensate for the shortage of the credits.

18.3 The authorized break of study (for a maximum of one year) will not be counted for the duration specified for passing all the courses for the purpose of classification. (vide Clause 16.1 & 16.2). However, additional break of study granted will be counted for the purpose of classification.

18.4 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 specified in clause 5.1 irrespective of the period of break of study (vide clause 18.3) in order that he/she may be eligible for the award of the degree.

18.5 If any student is detained for want of required attendance, the period spent in that semester shall not be considered as permitted 'Break of Study' (Clause 18.3) is not applicable for this case.

19. DISCIPLINE

Every student is expected to observe discipline and decorum both inside and outside the college and not to indulge in any activity which will tend to bring down the prestige of the University / College. In the event of an act of indiscipline being reported, the Head of the Institution shall constitute a disciplinary committee consisting of Head of the Institution, two Heads of Departments of which one should be from the faculty of the student, to inquire into acts of indiscipline and notify the University about the disciplinary action taken. The disciplinary action is subject to review by the University in case the student represents to the University. Any expulsion of the student from the college shall be done with prior concurrence of the University.

If a student indulges in malpractice in any of the end semester examination / internal examination, he / she shall be liable for punitive action as recommended by the college discipline committee/COE/Principal from time to time.

20. REVISION OF REGULATIONS, CURRICULUM AND SYLLABUS

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

21. LEGAL JURISDICTION

Any issues arises due to above, are having the jurisdiction of Namakkal, and the High Court , Chennai only.