

S.A. ENGINEERING COLLEGE, CHENNAI – 600 077

(An Autonomous Institution)

Affiliated to Anna University, Chennai

CHOICE BASED CREDIT SYSTEM



2020 REGULATIONS FOR TWO YEAR MBA DEGREE PROGRAMME

(for the batches of students admitted in 2020 - 2021 and subsequently under Choice Based Credit System)

VISION

To transform our institution into quality technical education centre imparting updated technical knowledge with character building.

MISSION

- To create an excellent teaching and learning environment for our staff and students to realize their full potential thus enabling them to contribute positively to the community.
- To significantly enhance the self-confidence level for developing creative skills of staff and students.

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**REGULATIONS 2020 ONWARDS
TWO YEAR MBA DEGREE PROGRAMME**

(For the batches of students admitted in 2020 - 2021 and subsequently under Choice Based Credit System)

The regulations hereunder are effective from the Academic Year 2020-2021 and are applicable to students admitted to M.B.A. programme of S.A. Engineering College, Chennai - 77. The regulations hereunder are subject to amendments as may be made by the Academic Council of the College from time to time. Any or all such amendments will be effective from such date and to such batches of students (including those already undergoing the programme) as may be decided by the Academic Council.

1. PRELIMINARY DEFINITIONS AND NOMENCLATURE

In the following Regulations, unless the context otherwise requires

1.1 “Programme” means Post Graduate Degree Programme that is MBA Degree Programme.

1.2 “Course” means a theory or practical course that is normally studied in a semester like Human Resources, Marketing, Finance, Operations Management, Systems, etc.

1.3 “Head of the Institution” means the Principal of the College.

1.4 “Head of the Department” means Head of the Department concerned.

1.5 “Controller of Examinations” means the authority in the college who is responsible for all activities of the Assessment and Semester Examinations.

1.6 “University” means the affiliating University, Anna University, Chennai, which will award the MBA degree.

1.7 “Institution” means S.A.Engineering College, Chennai, an autonomous institution affiliated to Anna University, Chennai

2. MODE OF STUDY

The Full –Time MBA program is of 4 semesters (2 years) duration. The medium of instruction and the language to be used for examinations, seminar presentations and project report shall be English.

3. ELIGIBILITY FOR ADMISSION

Students with any degree from UGC recognized institutions under 10+2+3 (or) 4 patterns are eligible to apply.

The Institution will admit students who have appeared for an entrance examination recognised nationally or the institution will adopt to follow any one of the following entrance examination: TANCET for Government quota or examination conducted by consortium of self-financing professional, Arts & Science Colleges in Tamil Nadu for management quota.

However, candidates with MAT/CAT/ZAT will be given preference.

4. DURATION OF THE PROGRAMME

4.1 Minimum Duration: The programme will extend over a period of two years leading to the Degree of Master of Business Administration (M.B.A). The two academic years will be divided into four semesters with two semesters per year. Each semester shall normally consist of 90 working days including examination days.

4.2 Maximum Duration: The student shall complete all the passing requirements of the M.B.A. degree programme within a maximum period of 4 years; these periods reckoned from the commencement of the semester to which the student was first admitted to the programme.

5. CREDITS TO BE EARNED

The total number of credits a student earns during the four semesters of the study period is called total credits. A student must earn a minimum of 102 credits for successful completion of MBA program. He may earn maximum credits of up to 105 credits.

6. STRUCTURE OF THE PROGRAM

The course work of the odd semesters will normally be conducted only in the odd semester and that of the even semesters only in the even semesters.

6.1 Categorization of Courses

The first year provides for learning the foundation areas and professional core courses. The second year provides an opportunity for students to do a deep-dive in functional areas of interest by way of specialisation and electives. Five specialisations which are ever-green are offered. The following types of courses will form part of the MBA curriculum:

(i). Professional Core (PC) Courses provide the basic knowledge that is necessary to pursue management education and provide the student with the basic knowledge about different functional areas of management in an organization.

(ii). Professional Elective (PE) Courses enable the students to get a depth of knowledge in subjects pertaining to their areas of specializations

(iii). Non Functional Elective (NFE) Courses includes electives from non functional areas

of management like International Business, Healthcare etc.,

(iv). **Employability Enhancement Courses (EEC)** includes Indian ethos & business ethics (Seminar), practical laboratory courses like data analysis and business modeling ,creativity & innovation ,industrial / summer internship and project work.

6.2 Courses per Semester

Curriculum of a semester shall normally have a blend of lecture courses and practical course including employability enhancement courses. Each course may have credits assigned as per clause 5.1

6.3 Credit Assignment

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

CONTACT PERIOD PER WEEK	CREDITS
1 Lecture Period	1
2 Tutorial Period	1
2 Laboratory periods (also for EEC courses like Seminar/Project work/,creativity &innovation laboratory etc.,	1

6.4 Online courses

From time to time, online courses offered by reputed institutions may be announced as alternatives to electives. A student can choose to complete the online course(s) with prior approval from Head of the Institution and controller of examinations.

6.5. Value Added Courses (VAC)

The Students may optionally undergo Value Added Courses and the credits earned through the Value-Added Courses shall be over and above the total credit requirement prescribed in the curriculum for the award of the degree. One / Two credit courses shall be offered by the Department with the prior approval from the Head of the Institution. The details of the syllabus, timetable and faculty may be sent to the Controller of Examinations after approval from the Head of the Institution concerned before the course is offered. Students can take a maximum of two one credit courses / one two credit course during the entire duration of the Programme. The credits earned through this shall be over and above the total credit requirements prescribed in the curriculum for the award of the degree and will not be counted for GPA evaluation.

6.6. Summer Internship/Training

It provides students with a real-life experience of working in an organization, understanding how it functions and seek to apply the knowledge gained in the program. The student will do this internship after the first year of the program for a period of 30 days as specified in the curriculum during summer vacation.

6.7 Project Work

Project work shall be pursued for a minimum of 12 weeks /3 months during the final semester .The project will have a research orientation and address a problem in the industry. The students will accordingly carry out this project in a company or within the

institution. Each student will be guided by a faculty member throughout the project. When the project is carried out in a company, there will be an external guide (company) to ensure that the company's goals are met. The student shall be instructed to meet the supervisor periodically and to attend the review committee meetings for evaluating the progress.

7. COURSE ENROLMENT AND REGISTRATION

7.1 A Faculty advisor/Class advisor assigned from the department shall be responsible for the course enrolment and registration of students every semester as per the curriculum. They are also responsible to provide the details of courses offered by the department or by other department. The student can also register for courses for which he/she has failed in the earlier semesters.

7.2 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 in the institution unless a minimum 10 students register for the course. However, if the students admitted in the program and Semester is less than 10, this minimum will not be applicable.

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

7.3.1 Courses of the current semester

7.3.2 Core (Theory/Lab /EEC) courses that the student has not cleared in the previous semesters.

7.3.3 Elective courses which the student failed (either the same elective or a different elective instead).

8. ATTENDANCE REQUIREMENTS FOR COMPLETION OF THE SEMESTER

8.1 A Candidate who has completed course registration shall be eligible to enroll for examination of any course only if, he/she shall secure not less than 75% attendance (after rounding off to the nearest integer) in each course.

8.2 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.

8.3 However, a candidate who secures overall attendance between 65% and 74% in the current semester due to medical reasons (prolonged hospitalization / accident / specific illness) may be permitted to appear for the current semester examinations subject to the condition that the candidate shall submit the medical certificate issued by a registered medical practitioner to the Controller of Examinations and the Head of the Institution.

8.4 A candidate who secures overall attendance between 65% and 74% in the current semester due to participation in any Co curricular /Extra Curricular activities may be permitted to appear for the current semester examinations subject to the condition that the candidate shall submit the participation certificate attested by the Head of the Institution and

the same shall be considered as “ON DUTY” (OD). The same shall be forwarded to the Controller of Examinations for record purposes.

8.5 Candidates who secure less than 65% attendance in all courses shall not be permitted to write any 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 listed in clause 7

9. CLASS ADVISOR

There shall be a class advisor for each class. The class advisor will be one among the (course-instructors) of the class. He / She will be appointed by the HOD 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.

10. FACULTY ADVISOR

There shall be a Faculty advisor for every 15-20 students. The faculty advisor may be one among the course-instructors of the class. He / She will be appointed by the HOD of the department concerned. The responsibilities for the faculty advisor shall be:

- To act as the channel of communication between the HOD and the parents of the respective student.
- To counsel/mentor the allotted students, guide and motivate them towards a successful career
- To collect and maintain various statistical details of students in proctor cards in regular intervals.
- To monitor the academic performance of the students
- To track the daily attendance of their respective students and if they found absent the reason to be recorded in the students leave report available in the department office.
- To encourage the students to participate in extra and co-curricular activities.

11. CLASS COMMITTEE

11.1.1 Every class shall have a class committee consisting of faculty handling the subjects of

the class concerned, student representatives and one chairperson who is not teaching the class. It is a part of IQAC with the overall goal of improving the teaching- learning process. Responsibilities of the class committee include

- 11.1.2. Solving the problems experienced by students in the class room and in the laboratories.
- 11.1.3. Clarifying the regulations of the degree programme and the details of rules therein which should be displayed on college notice-board.
- 11.1.4 Informing the student representatives, the academic schedule including the dates of assessments and the syllabus coverage for each assessment.
- 11.1.5. Informing the student representatives the details of regulations regarding weightage 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.
- 11.1.6. Analyzing the performance of the students of the class after each test and finding the ways and means of solving problems, if any.
- 11.1.7. Identifying the weak students, if any, and requesting the teachers concerned to provide some additional help or guidance or coaching to such weak students.
- 11.1.8. The class committee shall be constituted within the first week of each semester.
- 11.1.9. At least 6 student representatives (usually 3 boys and 3 girls, as applicable to individual departments) shall be included in the class committee.
- 11.1.10 The Chairperson of the class committee may invite the Class advisor and the Head of the Department to the class committee meeting.
- 11.1.11 The Head of the Institution may participate in any class committee of the institution.
- 11.1.12. 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 any points in the minutes requiring that to be addressed by the management, the same shall be brought to the notice of the Management by the Head of the Institution.
- 11.1.13. 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 intimate the cumulative attendance particulars of each student at the end of every such meeting to enable the students to know their attendance details to satisfy the clause 8 of this Regulation.** 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.

12. COURSE COMMITTEE FOR COMMON COURSES

Each common theory course offered to more than one programme or same programme, shall

have a “Course Committee” comprising all the faculty 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 faculty 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.

13. SYSTEM OF EXAMINATION

13.1 Performance in each course of study shall be evaluated based on (i) continuous internal assessment throughout the semester and (ii) Examination at the end of the semester.

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

For all theory and practical courses including project work, the continuous internal assessment will carry **20 marks** while the End - Semester examination will carry **80 marks with the approved pattern.**

13.3 End 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.

13.4 End Semester examination for project work shall consist of evaluation of the final report submitted by the student by an external examiner and an internal examiner, followed by a viva-voce examination conducted separately for each student by a committee consisting of the external examiner, the supervisor of the project and an internal examiner.

13.5 For the End Semester examination in practical courses including project work the internal and external examiners shall be appointed by the Controller of Examinations of the institution

13.6 For theory courses, examiners for question paper setting shall be appointed by the Controller of Examinations of the institution.

14 PROCEDURE FOR AWARDING MARKS FOR INTERNAL ASSESSMENT

For all theory and practical courses (including project work) the continuous assessment shall be for a maximum of 20 marks. The above continuous assessment shall be awarded as per the procedure given below:

14.1 Theory Courses

Three Internal Assessment tests shall be conducted during the semester by the Department / College. Internal Assessment 1 and 2 shall be conducted for 50 marks and Internal Assessment 3 shall be conducted for 100 marks. The continuous assessment marks shall be awarded as per the procedure given below:

Internal Assessment 1 - 05 Marks

Internal Assessment 2 - 05 Marks

Internal Assessment 3 - 10 Marks

14.2 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 exam. The criteria for arriving at the Internal Assessment marks of 20 are as follows: 75 marks shall be awarded for successful completion of all the prescribed experiments done in the Laboratory and 25 marks for the test. The total mark shall be reduced to 20 and rounded to the nearest integer.

14.3 Project Work

14.3.1 The project work shall be carried out by individual student. The evaluation of Project Work shall be done independently in the respective semesters and marks shall be allotted as per the weightages given in below table.

14.3.2 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. The total marks obtained in the three assessments shall be reduced to 20 marks and rounded to the nearest integer (as per the Table given below). There will be a vice-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 (20 Marks)			End Semester Examination (80 Marks)			
Review – I	Review – II	Review - III	Thesis Submission (20 Marks)	Viva – Voce (Rounded to 40 Marks)		
			External Examiner	Internal Examiner	External Examiner	Supervisor Examiner
5	7.5	7.5	30	15	20	15

14.3.3 If the candidate fails to obtain 50% of the internal assessment marks in the 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 the subsequent semester.

14.3.4 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.

14.3.5 Industrial Training / Summer Project shall not exceed the maximum duration of 4 weeks and should be organized by the Head of the Department for every student.

14.3.6 At the end of 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 Examination.

14.4 Other Employability Enhancement Courses

Courses like Indian ethos & Business Ethics Seminar and creativity & Innovation Laboratory, as specified in the curriculum, will have only continuous evaluation. There will be no end-semester examination conducted for these courses. It is to be considered as purely INTERNAL (with 100% internal marks only). The basis for continuous evaluation will be informed at the start of the course. The final marks and grade will be determined on the basis of the continuous evaluation and included in the computation of CGPA. If the course has credits, it is necessary to obtain a pass mark. A student who fails in such course will need to repeat the course in the next academic year.

14.5 Assessment for Value Added Course

The one / two credit course shall carry 100 marks and shall be evaluated through **continuous assessments only**. Two Assessments shall be conducted during the semester by the Department concerned. The total marks obtained in the tests shall be reduced to 100 marks and rounded to the nearest integer. A committee consisting of the Head of the Department, staff handling the course and a senior Faculty member nominated by the Head of the Institution shall monitor the evaluation process. The list of students along with the marks and the grades earned may be forwarded to the Controller of Examinations for necessary action at least one month before the commencement of End Semester Examinations.

14.6 Assessment for Online Courses

Students may be permitted to credit one online course (which is provided with certificate) subject to a maximum of three credits. The approved list of online courses will be provided by the Centre for Academic courses from time to time. Online course of 3 credits can be considered instead of one elective course. The student needs to obtain certification or credit to become eligible for writing the End Semester Examination. The course shall be evaluated only through the End Semester Examination conducted by the Controller of Examinations of the Institution with the prior approval of the Head of the department and the Head of the Institution.

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

14.7 Attendance Record

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 (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 shall sign with 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 verify the records of attendance and assessment of both current and previous semesters.

15. REQUIREMENTS FOR APPEARING FOR END SEMESTER EXAMINATIONS

A candidate shall normally be permitted to appear for the End Semester Examinations for all the courses registered in the current semester (vide clause 7) if he/she has satisfied the semester completion requirements (subject to Clause 8).

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

16. PASSING REQUIREMENTS

16.1 A candidate who secures not less than 50% of total marks prescribed for the course 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).

16.2 If a student fails to secure a pass in theory courses in the current semester examination, he/she is allowed to write arrear examinations in the consecutive semesters and the internal marks earned in first appearance shall be carried over to the subsequent attempts. If a student fails to secure a pass in a course even after consecutive arrear attempts up to four semesters. The student has to redo the course in the semester in which it is offered along with regular students.

16.3 If a student fails to secure a pass in a laboratory course, **the student shall register** for the course again, when offered next.

16.4. If a student fails to secure a pass in project work, **the student shall register** for the course again, in the subsequent semester.

16.5 The passing requirement for the courses which are assessed only through purely internal assessment (EEC courses except project work), is 50% of the internal assessment marks only.

17 AWARD OF LETTER GRADES

17.1 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 (VeryGood)	8	71 – 80
B +(Good)	7	61 – 70
B (Average)	6	50 – 60
RA	0	<50
SA (Shortage of Attendance)	0	
W	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”.

‘SA’ denotes shortage of attendance (as per clause 7.3) and hence prevention from writing the end semester examinations. ‘SA’ will appear only in the result sheet.

“RA” denotes that the student has failed to pass in that course, and has to **reappear** for the same.

“W” denotes **withdrawal** from the exam for the particular course. The grades RA and W will figure both in Marks Sheet as well as in Result Sheet. In case of ‘W’ the student has to earn Continuous Assessment marks and appear for the End Semester Examinations.

If the grade W is given to course, the attendance requirements need to be satisfied.

If the grade RA is given to a core **theory course**, the attendance requirement need not be satisfied, but if the grade RA is given to a **Laboratory Course/ Project work / Seminar and any other EEC course**, the attendance requirements (vide clause 8) should be satisfied.

17.2 The grades O, A+, A, B+, B obtained for the one credit course shall figure in the Mark sheet under the title ‘**Value Added Courses**’. The Courses for which the grades are RA, SA **will not figure in the marksheet.**

17.3 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 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 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 GPA and CGPA.

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

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 and during all the semesters in the case of CGPA.

18 ELIGIBILITY FOR THE AWARD OF THE DEGREE

18.1 A student shall be declared to be eligible for the award of the degree if the student has satisfied the following:

- Has completed the prescribed courses of study and evaluation successfully
- Earned the number of prescribed credits as specified in the curriculum.
- Has completed the program within the maximum stipulated time.
- No disciplinary action is pending against the student.
- The award of degree must have been approved by the Affiliating University.

18.2 Classification of the Degree Awarded

18.2.1 First Class with Distinction

A student who qualifies for the award of degree as above, having passed the examination in all required courses in the first appearance within two years from the date of joining the program (or within three years including an authorized break of study of one year) and securing a CGPA of not less than 8.50 shall be declared to have passed in First Class with Distinction.

In the above case, the student should not have been prevented from writing any end- semester Examination due to lack of attendance.

18.2.2 First Class:

A student who qualifies for the award of degree as above, having passed the examination in all required courses within two years from the date of joining the program (or within three years including an authorized break of study of one year) and securing a CGPA of not less than 7.0 shall be declared to have passed in First Class.

In the above case, the student should not have been prevented from writing any end- semester Examination due to lack of attendance.

18.2.3 Second Class:

All other students not covered above and who are eligible for the award of degree having passed the examinations in all required courses within the maximum duration of the program shall be declared to have passed in Second Class.

18.3 Students who have withdrawn from any end-semester examinations with prior approval will not be eligible for the award of a rank in the program.

18.3 Photocopy /Revaluation

A candidate can apply for photocopy of his/her semester examination answer paper for 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 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.

A candidate can apply for revaluation of answer scripts for not exceeding 5 subjects at a time.

18.4 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.

19. PROVISION FOR WITHDRAWAL FROM EXAMINATION:

19.1 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 **ANYONE** of the semester examinations during the entire duration of the degree programme. The application shall be sent to Director, Student Affairs through the Head of the Institution with required documents.

19.2 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.

19.3 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.

19.4 In case of withdrawal from a course / courses, the course will figure both in Mark 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, fulfill the attendance requirements (vide clause 8), 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.

19.5 Withdrawal is permitted for the end semester examinations in the final semester only if the period of study of the student concerned does not exceed 3 years as per clause 18.1

20. PERSONALITY AND CHARACTER DEVELOPMENT

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

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

National Sports Organization (NSO) will have sports, Games, Drills and Physical exercises

21 AUTHORIZED BREAK OF STUDY FROM A PROGRAMME

21.1 A student is permitted to go on break of study for a maximum period of one year as a single spell.

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

21.3 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 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. The authorized break of study would not be counted towards the duration specified for passing all the courses for the purpose of classification (vide Clause 18.1).

21.4 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 4.1 irrespective of the period of break of study in order that he/she may be eligible for the award of the degree.

21.5 If any student is prevented for want of required attendance, the period of prevention shall not be considered as authorized 'Break of Study'

22 DISCIPLINE

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, Two Heads of Department of which one should be from the faculty of the student, to enquire into acts of indiscipline and notify the Institution about the disciplinary action recommended for approval. In case of any serious disciplinary action which leads to suspension or dismissal, then a committee shall be constituted including one representative from Anna University, Chennai. In this regard, the member will be nominated by the University on getting information from the Head of the Institution. If a student indulges in malpractice in any of the end semester examination / internal examination he / she shall be liable for punitive action as prescribed by the University from time to time.

23. 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 Board of Studies and Academic Council of the Institute.