



MUTHAYAMMAL ENGINEERING COLLEGE, RASIPURAM – 637 408

(Autonomous)

REGULATIONS 2023

CHOICE BASED CREDIT SYSTEM

Common to all M.B.A Full-Time Programmes

(For the students admitted to M.B.A Programmes from the Academic year 2023 - 2024 onwards)

1. PRELIMINARY DEFINITIONS AND NOMENCLATURE

In this Regulation, unless the context otherwise specifies:

AY	Academic Year
CIA	Continuous Internal Assessment
CBCS	Choice Based Credit System
FC	Foundation Courses
PE	Professional Elective
Programme	Degree Programme. E.g. M.B.A Degree Programme
Course	Course is any Subject of study that may be classified as Theory, Lab , Lab Embedded Theory or Project
ESE	End Semester Examination
PC	Professional Core
EEC	Employability Enhancement Course
PG	Post Graduate
University	Anna University, Chennai, India
College	Muthayammal Engineering College, Rasipuram.

2. PREAMBLE

Students of today are much different from the students of the past in many ways. They want to be independent and like to make decisions on their own. Employers expect students to have the right attitude with diverse skill sets to work in a team. The present rigid, cohort system of learning doesn't allow the students in selecting the courses of their choice to become a holistic personality.

In this direction MEC is introducing the Choice Based Credit System (CBCS) into its academic curriculum. Wherein the students can register courses of their choice to enable fast, average and slow learners to plan and pace the same in a Semester as may be necessary and register for more/average/less Credits within limits from the prescribed value, based on their learning capacities as observed and alter the pace of learning within the broad framework of academic course and credit requirements. CBCS allows students in deciding their academic plan and permits students to alter it as they progress in time.

CBCS offers flexibility for students to build their own curriculum in addition to the enhancement of their skill in planning. A Faculty Adviser facilitates a student in identifying the courses based on programme requirement, course prerequisites, student's ability and interest in various academic disciplines.

3. ADMISSION PROCEDURE

Students for admission to the first semester of the Four semester M.B.A Degree Programme shall be admitted as per the regulations of Department of Technical Education, Government of Tamil Nadu and Anna University, Chennai.

4. PROGRAMMES OFFERED

A student may be offered admission to the Post Graduate Business Administration programme of study approved by the University and offered at Muthayammal Engineering College, Rasipuram.

5. STRUCTURE OF THE PROGRAMMES

5.1 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 Periods	1
2 Practical Periods (Laboratory / tutorial / Project Work / etc.)	1

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

5.2 Categorization of Courses

Every M.B.A Programme will have a curriculum with syllabi consisting of theory and practical courses that shall be categorized as follows:

- i. **Foundation Courses (FC):** Courses include Applied Mathematics and 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 Project Work and Entrepreneurship Development, etc.

S. No.	Category	Range of Total Credits (%)		Suggested Breakdown of Credits (for Total=94)
		Min	Max	
1.	Foundation Courses (FC)	20	25	23
2.	Professional Core (PC)	35	45	35
3.	Professional Elective (PE)	20	25	21
4.	Employability Enhancement Courses (EEC)	15	20	15
Total Credits				94

5.3 Number of Courses per Semester

Curriculum of a semester shall normally have a blend of 5 to 8 courses including Theory /Practical /Project work courses. Each course may have credits assigned as per clause 5.1.

5.4 Industrial Training / Internship

5.4.1 If Industrial Training / Internship is not prescribed in the curriculum, the student may undergo Industrial Training / Internship optionally and the credits earned will be indicated in the Grade Sheet. However, the number of credits earned shall not be considered for classification of the degree.

5.4.2 The student is allowed to undergo a maximum of six weeks Industrial Training during the entire duration of study.

DURATION OF TRAINING / INTERNSHIP	CREDITS
2 Weeks	1
4 Weeks	2
6 Weeks	3

5.5 Self Study Courses

5.5.1 Students may be permitted to credit a maximum of four Self Study course with the approval of Departmental Consultative Committee.

5.5.2 The student can opt for four self study/online course provided the student does not have current arrears and maintains a CGPA of 8.5 and above.

5.5.3 The student can opt for two Self Study courses provided the student does not have current arrears and maintains a CGPA of 8.0 to 8.5.

The Department may offer self study courses. The purpose of the course is to permit the student to study a course / a topic of the student's choice. The students shall study on their own under the guidance of a faculty member. No formal lectures need be delivered. The syllabus of the course and mode of assessments shall be approved by the Departmental Consultative Committee and forwarded to the Dean for Academic Courses for the formal approval of the course by the academic bodies; the Head of the Department shall be responsible for the periodic monitoring and evaluation of the course before the commencement of the semester.

5.5.4 The self study course of three credits can be considered instead of one elective course. If a student opts for more than one self study course / online course (vide clause 5.6.3 and 5.6.4) he/she can substitute more number of electives.

5.6 Medium of Instruction

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

6. DURATION OF THE PROGRAMMES

- 6.1** A student is normally expected to complete the M.B.A Programme in two years (4 Semesters) but in any case not more than four years (8 Semesters).
- 6.2** Each semester shall normally consist of 90 teaching days (including examination days). The Head of the Department shall ensure that every teacher imparts instruction as per the number of periods specified in the syllabus covering the full content of the syllabus for the course being taught.
- 6.3** The total duration for completion of the programme reckoned from the commencement of the first semester to which the student was admitted shall not exceed the maximum duration specified in clause 6.1 irrespective of the period of break of study (vide clause 17) or prevention (vide clause 8.4) in order that the student may be eligible for the award of the degree (vide clause 15).

7. COURSE ENROLLMENT AND REGISTRATION

- 7.1** Each student, shall be assigned to a Faculty Advisor (vide clause 9) who shall advise and counsel the student about the details of the academic programme and the choice of courses considering the student's academic background and career objectives.
- 7.2** Depending on academic and non academic resources available to each programme, courses offered may vary. Students will get a chance to make their own plan of study by changing the pace with which they study (fast/ normal/slow) and to opt for a faculty member of their choice.
- 7.3** The number of credits registered for during a semester should not be less than 14 credits and should not exceed 30 credits (Normally it is 20 credits)
- 7.4** Every student shall enroll for the course of the succeeding semester in the current semester. However, the student shall confirm the enrollment by registering for the courses within the first five working days after the commencement of the concerned semester.
- 7.5** No course shall be offered by a Department unless a minimum of 10 students register for that course.
- 7.6** After registering for a course, a student shall attend the classes, satisfy the attendance requirements, earn Continuous Assessment marks and appear for the End Semester Examinations.
- 7.6.1** Each student on admission shall register for all the courses prescribed in the curriculum in the student's first Semester of study. The enrollment for all the courses of the Semester II to IV will commence 10 working days prior to the last working day of the preceding semester. The student shall confirm the enrollment by registering for the courses within the first five working days after the commencement of the Semester II to IV. However, the student is allowed to register for courses for which the student has been stopped due to shortage of attendance.

7.6.2 The student shall enroll for the courses with the guidance of the student's Faculty Advisor. If the student wishes, the student may drop or add courses (vide clause 7.6) within five working days after the commencement of the concerned semester and complete the registration process duly authorized by the Faculty Advisor. The student is allowed to register for courses for which the student has not enrolled, if these are the courses in which the student has failed.

7.7 Flexibility to Add or Drop courses

7.7.1 From the II to IV semesters, the student has the option of registering for additional courses or dropping existing courses. However the maximum number of credits the student can register in a particular semester cannot exceed 30 credits.

7.7.2 A student has to earn the total number of credits specified in the curriculum of the respective Programme of study in order to be eligible to obtain the degree. However, if the student wishes, then the student is permitted to earn more than the total number of credits prescribed in the curriculum of the student's programme.

7.7.3 The student shall register for the project work in the III/IV semester only.

7.8 Reappearance Registration

7.8.1 If a student fails in a course, the student shall take it as an arrear. The student can retain the already earned Continuous Assessment marks for two subsequent appearances only and thereafter he/she will solely be assessed by the End Semester Examination of that course.

7.8.2 If the theory course, in which the student has failed, is a professional elective, the student may register for the same or any other professional elective course in the subsequent semesters.

7.8.3 The student who fails in any Laboratory Course shall also take it as arrear.

7.8.4 If a student is prevented from writing End Semester Examination of a course due to lack of attendance, the student has to register for that course again, when offered next, attend the classes and fulfill the attendance requirements as per clause 8. If the course, in which the student has lack of attendance, is a Professional Elective, the student may register for the same or any other Professional Elective course in the subsequent semesters.

8. REQUIREMENTS FOR APPEARING FOR THE END SEMESTER EXAMINATION OF A COURSE

A student who has fulfilled the following conditions (vide clause 8.1 and 8.2) shall be deemed to have satisfied the attendance requirements for appearing for End Semester Examination of a particular course.

8.1 Ideally every student is expected to attend all periods and earn 100% attendance. However, the student shall secure not less than 80% attendance course wise taking into account the number of periods required for that course as specified in the curriculum.

8.2 If a student secures attendance between 70% and less than 80% in any course in the current semester due to medical reasons (hospitalization / accident / specific

illness) or due to participation in the College / University / State / National / International level Sports events with prior permission from the Head of the Department concerned, the student shall be given exemption from the prescribed attendance requirement and the student shall be permitted to appear for the end semester examination of that course. In all such cases, the students should submit the required documents on joining after the absence to the Head of the Department through the Faculty Advisor.

- 8.3** A student shall normally be permitted to appear for End Semester Examination of the course if the student has satisfied the attendance requirements (vide Clause 8.1 – 8.2) and has registered for examination in those courses of that semester by paying the prescribed fee.
- 8.4** Students who do not satisfy clause 8.1 and 8.2 and who secure less than 70% attendance in a course will not be permitted to write the End Semester Examination of that course. The student has to register and repeat this course in a subsequent semester when it is offered next (vide clause 7.8.4).
- 8.5** A student who has already appeared for a course in a semester and passed the examination is not entitled to reappear in the same course for improvement of letter grades / marks.
- 8.6** It is mandatory for the students to present/ publish one paper in the conference/journal related to his/her project work. Otherwise, submission of the project thesis will not be permitted.

9. FACULTY ADVISOR

To help the students in planning their courses of study and for general advice on the academic programme, the Head of the Department of the students will attach a certain number of students to a teacher of the Department who shall function as Faculty Advisor for those students throughout their period of study. The Faculty Advisor shall advise the students in registering of courses, authorizes the process, monitor their attendance and progress and counsel them periodically. If necessary, the Faculty Advisor may also discuss with or inform the parents about the progress / performance of the students concerned.

The responsibilities for the faculty advisor shall be:

- To inform the students about the various facilities and activities available to enhance the student's curricular activities.
- To guide student enrollment and registration of the courses.
- To authorize the final registration of the courses at the beginning of each semester.
- To monitor the academic and general performance of the students including attendance and to counsel them accordingly.

10. COURSE COMMITTEES

10.1 Common Course Committee

A theory course handled by more than one teacher shall have a "Common Course

Committee” comprising of all teachers teaching that course and some students who have registered for that course. There shall be two student representatives from each batch of that course. One of the teachers shall be nominated as Course Coordinator by the Head of the Department duly approved by the Dean, Academic Courses.

The first meeting of the Common Course Committee shall be held within fifteen days from the date of commencement of the semester. The nature and weightage of the continuous assessments shall be decided in the first meeting, within the framework of the Regulations. Two or three subsequent meetings in a semester may be held at suitable intervals. During these meetings, the student members shall meaningfully interact and express their opinions and suggestions of all the students to improve the effectiveness of the teaching-learning process. It is the responsibility of the student representatives to convey the proceedings of these meetings to the whole batch.

In addition the “Common Course Committee” (without the student representatives) shall meet to ensure uniform evaluation of continuous assessments after arriving at a common scheme of evaluation for the assessments (vide clause 11).

Wherever feasible, the common course committee (without the student representatives) shall prepare a common question paper for the continuous assessment tests also. The question paper for the end semester examination is common and shall be set by the Course Coordinator in consultation with all the teachers.

10.2 Multiple Courses Committee

If a programme has in a semester, course(s) handled by a single teacher, there will be a “Multiple Courses Committee” comprising of all the above teachers and two student representatives from each course. One of the above teachers, nominated by the Head of the Department shall coordinate the activities of this committee. The functions of this committee are similar to that of the common course committee, which is as follows:

The first meeting of the Multiple Courses Committee shall be held within fifteen days from the date of commencement of the semester. The nature and weightage of the continuous assessments shall be decided in the first meeting, within the framework of the Regulations. Two or three subsequent meetings in a semester may be held at suitable intervals. During these meetings, the student members shall meaningfully interact and express their opinions and suggestions of all the students to improve the effectiveness of the teaching-learning process. It is the responsibility of the student representatives to convey the proceedings of these meetings to all the students.

10.3 Overall Monitoring Committee

10.3.1 In addition, there shall be an overall monitoring committee for each semester of a programme which comprises of (i) the Course Coordinators / Course teachers (as applicable), (ii) the Faculty-in-charge of the programme and (iii) the Head of

Department. This overall monitoring committee shall meet periodically to discuss academic related matters, progress and status of the students of the semester concerned.

- 10.3.2 The overall monitoring committee can invite the Faculty Advisors or students for any of the committee meetings if necessary.

11. ASSESSMENT PROCEDURES FOR AWARDING MARKS

All M.B.A Programmes consist of Theory Courses, Laboratory Courses and Employability Enhancement Courses. Appearance in End Semester Examination is mandatory for all courses including Theory, Laboratory and Project work.

Performance in each course of study shall be evaluated based on (i) Continuous Assessments throughout the semester and (ii) End Semester Examination at the end of the semester. For Theory Courses out of 100 marks, the maximum marks for Continuous Assessment is fixed as 40 and the End Semester Examination carries 60 marks. For Laboratory Courses out of 100 marks, the maximum marks for Continuous Assessment is fixed as 60 and the End Semester Examination carries 40 marks. The continuous assessment is 60 marks for the Project Work, and project report evaluation and viva-voce examination carries 40 marks. All other courses included under Employability Enhancement Courses are evaluated by Continuous Assessments only. Each course shall be evaluated for a maximum of 100 marks as shown below:

S.No	Category of course	Continuous Assessments	End Semester Examinations
1.	Theory Courses	40 Marks	60 Marks
2.	Laboratory Courses	60 Marks	40 Marks
3.	Project Work	60 Marks	40 Marks
4.	All other EEC Courses	100 Marks	-

Every teacher is required to maintain an 'ATTENDANCE AND ASSESSMENT RECORD' for every semester which consists of attendance marked in each Theory / Laboratory/EEC class, the assessment marks and the record of class work (topics covered), separately for each course handled by the teacher. 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 assessment marks and attendance. The Head of the Department will affix his/her signature and date after due verification. At the end of the semester, the record should be verified by the Head of the Department who shall keep this

document in safe custody (for four years). The records of attendance and assessment of both current and previous semesters should be available for inspection.

11.1 Assessment for Theory Courses:

For Theory Courses out of 100 marks, the maximum marks for Continuous Assessment is fixed as 40 and the End Semester Examination carries 60 marks. Continuous Assessment comprises of three Continuous Internal Assessment (CIA) test, conducted by the course instructor / coordinator / department. The total marks obtained in the three CIA tests put together shall be reduced to 30 marks and assessment of attendance/ assignments/ MKC (Must know Concepts) shall be reduced to 10 marks and rounded to the nearest integer. A minimum of two CIA tests would be conducted in a day and a CIA test would be of one and a half hours durations each. Students will not have regular classes on the scheduled day of these tests. In case a student misses the CIA test due to medical reasons (hospitalization / accident / specific illness) or due to participation in the College / University / State / National / International level Sports events with prior permission from the Head of the Department and approval from the Dean of Academic courses, a **Reassessment** may be given at the end of the semester. The End Semester Examination for theory courses will be of three hours duration and shall normally be conducted between October and December during the odd semesters and between April and June during the even semesters. End semester Examination is mandatory requirement for passing the course and every student should appear for the examination for theory, laboratory courses and project work.

11.2 Assessment For Laboratory Courses:

For Laboratory Courses out of 100 marks, the maximum marks for Continuous Assessment is fixed as 60 and the End Semester Examination carries 40 marks. Every laboratory exercise / experiment shall be evaluated based on the student performance during the laboratory class and the student's records maintained. The total marks for Evaluation of Laboratory Observation and Record is 45 marks. There shall be at least two online tests/ viva voce/ assessment. The total marks in the two assessments shall be reduced to 15 marks. The End Semester Examinations for Laboratory courses will be of the same duration as that of the regular lab course.

11.3 Assessment for Project Work:

The evaluation of project works for Phase I and Phase II in the case of M.B.A programme shall be done independently in the respective semesters. For Project work out of 100 marks, the maximum marks for Continuous Assessment is fixed as 60 and the End Semester Examination (project report evaluation and viva-voce examination) carries 40 marks.

There shall be **two 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 Department shall constitute a review

committee for each programme. There shall be a minimum of three members in the review committee. The total marks obtained in the two Reviews shall be 60 marks.

The student(s) is expected to submit the project report on or before the last working day of the semester as per vide clause 8.6. The End Semester Examination for project work shall consist of evaluation of the final project report submitted by the student or students of the project group by an external examiner followed by a viva-voce examination conducted separately for each student by a committee consisting of the external examiner, the guide of the project group and an internal examiner. The Head of the Department with the approval of the Dean Academic courses shall appoint Internal and External Examiners for the End Semester Examinations of the Project Work.

The continuous assessment and End Semester Examinations marks for Project Work and the Viva-Voce Examination will be distributed as indicated below.

Continuous Assessment (60 Marks)				End Semester Examination (40 Marks)			
Review I (30 Marks)		Review II (30Marks)		Report Evaluation (20 Marks)		Viva – Voce (20 Marks)	
Review Committee (excluding guide)	Guide	Review Committee (excluding guide)	Guide	External Examiner	Internal Examiner	External Examiner	Internal Examiner
20	10	20	10	10	10	10	10

11.4.1 If the project report is not submitted on or before the specified deadline then the student(s) is deemed to have failed in the Project Work. The failed student(s) shall register for the same in the subsequent semester and repeat the project work again.

11.5 Assessment for Self Study Course

The Faculty member approved by the Head of the Department shall be responsible for periodic monitoring and evaluation of the course. The course shall be evaluated through Continuous Assessment (as decided by the Departmental Consultative Committee) and End Semester Examination. The evaluation methodology shall be the same as that of a theory course. (vide clause 11.1) A committee consisting of the Head of the Department, the Faculty Member and another Senior Faculty member nominated by the Head of the Department shall assign the grades to the students based on their performance.

12. PASSING REQUIREMENTS

12.1 The Passing requirement for a student in a course is that the student should have 50% marks in the End Semester Examination and should have 50% of the total

marks by putting both the Continuous Assessment and End Semester Examinations together.

- 12.1.2** If a student fails in a professional elective or an open elective, the student may be permitted to register for the same course as arrear or opt for new registration to any other professional elective or open elective respectively in the subsequent semester. Registering for a new course will require fulfillment of attendance vide clause 8.
- 12.2** The passing requirement for the courses which are assessed only through continuous assessment (EEC courses except project work), shall be determined based on the marks obtained in continuous assessment tests.
- 12.3** A student can apply for revaluation of the student's semester examination answer paper in a theory course, within 2 weeks from the declaration of results, on payment of a prescribed fee along with prescribed application to the Controller of Examination (CoE) through the Head of Departments. The CoE will arrange for the revaluation and the results will be intimated to the student concerned through the Head of the Department. Revaluation is not permitted for laboratory course and project work.

13 AWARD OF LETTER GRADES

- 13.1.** The performance of a student will be reported using letter grades, each carrying certain points as detailed below:

Letter Grade	Range of Marks	Grade Points
O (Outstanding)	100 - 91	10
A+ (Excellent)	90 - 81	9
A (Very Good)	80 - 71	8
B+ (Good)	70 - 61	7
B (Above average)	60 - 50	6
U (Fail)	-	0
U* (Absent)	-	0
SA (Shortage of Attendance)	-	0

Note: 'U' denotes fail for that particular course. U denotes absent for that particular course. 'SA' denotes shortage of attendance (as per Clause 8) and hence prevented from writing End Semester Examinations.*

14. GPA AND CGPA CALCULATION

- 14.1** The CoE shall call for a meeting of the passing board after the End Semester Examinations, to pass the results and with the approval of the board will declare the results. After results are declared, Grade Sheets will be issued to each student which will contain the following details:

- The list of courses registered during the semester and the grades scored.
- The Grade Point Average (GPA) for the semester and
- The Cumulative Grade Point Average (CGPA) of all courses registered from

first semester onwards.

During each semester, the list of courses registered and the grades scored in each course are used to compute the Grade Point Average (GPA). GPA is the ratio of the sum of the products of the number of credits of courses registered and the grade points corresponding to the grades scored in those courses, taken for all the courses, to the sum of the number of credits of all the courses in the semester.

$$\text{GPA} = \frac{\sum(C_i \times g_i)}{\sum C_i}$$

where, C_i - is the Credits assigned to the course

g_i - is the grade point corresponding to the letter 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.

CGPA will be calculated in a similar manner, considering all the courses enrolled from first semester. U, U* and "SA" grades will be excluded for calculating GPA and CGPA.

- 14.2 If a student studies more number of electives (PE) than required as per the student's programme curriculum, the courses with higher grades alone will be considered for calculation of CGPA.

15. ELIGIBILITY FOR THE AWARD OF DEGREE

15.1. A student shall be declared to be eligible for the award of the M.B.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 (vide Clause 5.2).
- ii. Successfully completed the course requirements, appeared for the End Semester Examinations and passed all the courses prescribed in all the four semesters within a maximum period of four years reckoned from the commencement of the first semester to which the candidate was admitted.
- iii. Successfully passed any additional courses prescribed by the Dean, Academic Courses whenever readmitted under regulations other than R-2019.
- iv. No disciplinary action pending against the student.

15.2 CLASSIFICATION OF THE DEGREE AWARDED

15.2.1 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 within Three years, which includes authorized break of study of one year. Withdrawal from examination (vide Clause 16) 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 of the courses.

15.2.2 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 includes 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

15.2.3 Second Class:

All other students (not covered in clauses 15.2.1 and 15.2.2) who qualify for the award of the degree (vide Clause 15.1) shall be declared to have passed the examination in Second Class.

- 15.2.4.** A student 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 (except approved withdrawal from End Semester Examinations as per clause 16) for the purpose of classification.

16. PROVISION FOR WITHDRAWAL FROM EXAMINATION:

- 16.1** A student may, for valid reasons, (medically unfit / unexpected family situations / sports approved by 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 Dean, Academic Courses through HOD with required documents.
- 16.2** Withdrawal application shall be valid only if the student is otherwise eligible to write the examination (Clause 8) and if it is made within TEN working days before the commencement of the End Semester Examination in that course or courses and also recommended by the Head of the Department.
- 16.3** Notwithstanding the requirement of mandatory TEN working days notice, applications for withdrawal for special cases under extraordinary conditions will be considered on the merit of the case.
- 16.4** Withdrawal shall not be considered as an appearance for deciding the eligibility of a student for First Class with Distinction.
- 16.5** 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 15.2.1.

17. BREAK OF STUDY FROM A PROGRAMME

- 17.1** A student is permitted to go on break of study for a maximum period of one year either as two breaks of one semester each or a single break of one year.
- a. The student applies for break of study, the student shall apply to the Dean for Academic Courses in advance, in any case, not later than the last date

of the first assessment period. The application duly filled by the student shall be submitted through the Head of the Department. In the case of short term employment/ training/ internship, the application for break of study shall be approved and forwarded by the Departmental Consultative Committee to the Dean for Academic Courses.

- b. The students 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 Dean for Academic Courses in the prescribed format through Head of the Department at the beginning of the readmitted semester itself for prescribing additional/equivalent courses, if any, from any semester of the regulations in-force, so as to bridge the curriculum in-force and the old curriculum.

- 17.2** The total period for completion of the programme reckoned from, the commencement of the first semester to which the student was admitted shall not exceed the maximum period specified in clause 6.1 irrespective of the period of break of study in order that the student may be eligible for the award of the degree (vide clause 15).
- 17.3** In case there is any period of break of study more than the permitted duration of break of study, the student shall be permitted to continue the programme only if the approval is obtained from the Dean for Academic Courses through the concerned HOD before the end of the semester in which the student has taken break of study.
- 17.4** If a student has not reported to the department for a period of two consecutive semesters without any intimation, the name of the student shall be deleted permanently from the college enrollment. Such students are not entitled to seek readmission under any circumstances.
- 17.5** If a student indulges in malpractice in any of the examinations, the student shall be liable for punitive action as prescribed by the College from time to time.

18. REVISION OF REGULATIONS, CURRICULUM AND SYLLABI

The College may from time to time revise, amend or change the Regulations, Curriculum, Syllabus and Scheme of examinations through the Academic Council with the approval of the Chairman of Academic council.

Chairman - Academic Council
Principal

PRINCIPAL
MUTHAYAMMAL ENGINEERING COLLEGE
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