

SENGUNTHAR ENGINEERING COLLEGE
(AUTONOMOUS)
TIRUCHENGODE – 637205, Namakkal District

PG (M.B.A.) REGULATIONS - 2019

CHOICE BASED CREDIT SYSTEM

(For the students admitted to M.B.A. Programme from the Academic Year 2019-2020 onwards)

Regulations-2019 has been prepared in accordance with the guidelines given by the University Grants Commission, All India Council for Technical Education and affiliated University in the aspect of the Choice Based Credit System (CBCS).

The “Regulations 2019” is applicable to the candidates admitted to the Master of Business Administration Degree Programme of the Institution in the academic year 2019-2020 and subsequently.

1. DEFINITIONS

In these Regulations, unless the context otherwise requires:

- i. **“University”** means ANNA UNIVERSITY, CHENNAI.
- ii. **“College”** means SENGUNTHAR ENGINEERING COLLEGE.
- iii. **“Programme”** means Post graduate Degree Programme M.B.A. (Master of Business Administration)
- iv. **“Branch”** means Business Administration.
- v. **“Course”** means a theory or practical subject that is studied in a Semester, like Managerial Economics, Marketing Management, Human Resource Management, Business Application Software lab, etc.
- vi. **“Credit”** means a numerical value allocated to each course to describe the candidate’s workload required per week.
- vii. **“Grade”** means the letter grade assigned to each course based on the marks range specified.
- viii. **“Grade Point”** means a numerical value (0 to 10) allocated based on the grade assigned to each course.
- ix. **“Head of the Institution”** means Principal of the College and also the Chairman, Academic Council of the College.

- x. **“Controller of Examinations”** means the Authorized person who is responsible for all examinations of the College.
- xi. **“Head of the Department”** means Concerned Head of the Department of the College.

2. PREAMBLE

Sengunthar Engineering College with a spotlighted vision and mission of imparting quality technical education to go with latest technologies is accelerating several initiatives towards successful academic excellence and quality improvement.

In view of this, the Choice Based Credit System (CBCS) is being introduced from the academic year 2019-2020, to build up interdisciplinary and multidisciplinary approach with advances in learner centric programmes and life-long learning prospective with enriched and flexible curriculum.

The proposed academic structure under the Choice Based Credit System shall make all innovations possible, preparing the students to face the professional & managerial challenges.

3. PROGRAMME OFFERED

Programme Code	Degree	Branch of Study
BA	M.B.A.	Master of Business Administration

3.1 Mode of Study

Candidates admitted under M.B.A. Programme should be available in the College / Institution during the entire duration of working hours (from morning to evening on Full-Time basis) for the curricular, co-curricular and extra-curricular activities assigned to them.

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

4. DURATION OF THE PROGRAMME

- 4.1 The programme will lead to the Degree of Master of Business Administration of the Anna University, Chennai and spread over a period of **two years**. The two academic years will be divided into **four Semesters** with two Semesters per year.
- 4.2 A student is ordinarily expected to complete the M.B.A. Programme in **four Semesters** (two academic years) but in any case not more than eight consecutive Semesters (4 years). These periods being reckoned from the commencement of the Semester to which the candidate was first admitted.
- 4.3 The Curriculum and Syllabi of all Programme shall be approved by the Academic Council of the College. The number of Credits to be earned for the successful completion of the programme shall be as specified in the Curriculum of the Programme.
- 4.4 Each Semester shall normally consist of 80 working days. The Principal 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.
- 4.5 The minimum prescribed credits required for the award of the degree shall be within the limits specified in the curriculum.

5. ADMISSION CRITERIA

Candidates for admission to the M.B.A. degree programme will be required to satisfy the conditions of admission thereto prescribed by the Anna University, Chennai and Government of Tamil Nadu, as given below:

S. No.	Course	Eligibility Norms
1.	M.B.A.	<ol style="list-style-type: none">1. A pass in any degree from a recognized University with 10+2+3/4 year's pattern.2. A pass in any degree from a recognized University with 10+3 (Diploma) + 3 years pattern.3. Candidates who have already passed the above qualifying Degree course and candidates who have appeared for the final semester/year examination of the said qualifying degree course during April/May may apply for admission to M.B.A degree programme along with TANCET / MAT / CONSORTIUM score.

6. STRUCTURE OF THE PROGRAMME

- 6.1. The Programme will have a curriculum and syllabi consisting of Theory Courses, Elective courses, Practical, Summer Training, Project Work as prescribed by the respective Board of Studies from time to time.

6.1.1. The electives from the curriculum are to be chosen with the approval of the Head of the Department.

6.1.2. The students have to opt for two specializations (electives) each with three courses in third semester along with two core courses.

6.2 Medium of Instruction

The medium of instruction, examination, Practical, Summer Training and Main Project report shall be in English.

6.3 Credit Assignment

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

CONTACT PERIOD PER WEEK	CREDITS
3 Lecture / Tutorial Periods	3
4 Lecture / Tutorial Periods	4
2 Practical Periods (Laboratory / Summer Training / Main Project Work / etc .)	1
4 Practical Periods (Laboratory / Summer Training / Main Project Work / etc .)	2
24 Practical Periods (Laboratory / Summer Training / Main Project Work / etc .)	12

The Minimum Credits to be earned by the students should be 86.

6.4 Summer Training

6.4.1. The Summer Training of M.B.A. Programme shall be carried out under the Supervision of a faculty member.

6.4.2. Normal duration for the Summer Training is 28 calendar days (4 weeks).

6.4.3. The deadline for submission of the rough draft of the Summer Training report is the 30th day after the commencement of the Third Semester.

6.4.4. If a candidate fails to submit the Summer Training report on or before the specified deadline, he/she is deemed to have failed in the Summer Training and shall register for the same in the succeeding Semester.

- 6.4.5.** The maximum marks for Summer Training is 100 marks, consisting of 40 marks for Internal and 60 marks for Viva –voce.
- 6.4.6.** The Internal marks will be awarded by the supervisor of the Candidate.
- 6.4.7.** The Viva-Voce of the Summer Training shall be conducted along with Third Semester examinations by Internal Examiner appointed by Controller of Examinations.
- 6.4.8.** The External marks shall be awarded for 100 marks during Viva-Voce examination, which will be converted to 60 marks.
- 6.4.9.** The Total marks for Summer Training is 100 (Internal Marks - 40 and External Marks - 60).
- 6.4.10.** A hard copy of the approved Summer Training report shall be kept in the library of the college and a soft copy at the Department.

6.5 Project Work

- 6.5.1.** The Project Work of M.B.A Programme shall be carried out under the supervision of a faculty member.
- 6.5.2.** The Project work shall be pursued for a minimum of 16 weeks during the final semester.
- 6.5.3.** The deadline for submission of the project report is the last instruction day of the fourth Semester.
- 6.5.4.** 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 register for the same in the next year Project Work.
- 6.5.5.** The Viva-Voce of the Project Work shall be conducted as per the Academic Calendar schedule in the fourth Semester.
- 6.5.6.** A hard copy of the approved Project Work report shall be kept in the library of the college. A soft copy of the main project report shall keep in the Department.
- 6.5.7.** The Internal marks will be awarded by the members of the Project review committee with the consent of the respective supervisors.
- 6.5.8.** The External marks shall be awarded for 100 marks during Viva-Voce examination, which will be converted to 60 marks.
- 6.5.9.** The Total marks for Project Work is 100 (Internal Marks – 40 and External Marks - 60).
- 6.6** All the above will subject to change from time to time based on the norms of the Affiliated University (Anna University, Chennai).

7. 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 will appoint a faculty member of the Department who shall function as faculty advisor for the particular class.

Such faculty advisor shall advise the students and monitor the courses undergone by the students, check the attendance and progress of the students attached to him/her and counsel them periodically.

If necessary, the faculty advisor may also discuss with or inform the parents about the progress of the students through the Head of the Department concerned.

8. CLASS COMMITTEE

8.1 Every class shall have a class committee consisting 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 degree 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.
- Informing the student representatives the details of Regulations regarding 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 after each test and finding the ways and means of solving problems, if any.
- Identifying the weak students, if any, and requesting the teachers concerned to provide some additional help of guidance or coaching to such weak students.

8.2 The class committee for a class under a particular branch is normally constituted by the Head of the department.

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

8.4 At least four student representatives (usually 2 boys and 2 girls) shall be included in the class committee.

8.5 The chairperson of the class committee may invite the Faculty Advisor(s) and the Head of the Department to the meeting of the class committee.

- 8.6** The Principal may participate in any class committee of the institution.
- 8.7** The chairperson is required to prepare the minutes of every meeting, submit the same to Principal 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.
- 8.8** The first meeting of the class committee shall be held within one week from the date of commencement of the semester, in order to inform the students about the nature and weightage of assessments within the framework of the Regulations. Two or three subsequent meetings may be held in a semester at suitable intervals. During these meeting the student members express the opinions and suggestions of the other students of the class to improve the effectiveness of the teaching-learning process.

9. PROCEDURE FOR COMPLETING THE COURSE

- 9.1** For the purpose of these regulations, the academic year will be normally spanning the period from June to May. Each academic year will be divided into two Semesters, the first Semester normally spanning the period from July to December, the second Semester spanning the period from January to May.
- 9.2** The course work of the odd Semester will ordinarily be conducted only in odd Semester and that of the even Semester only in the even Semester.
- 9.3** A candidate will be permitted to proceed to the courses of study of any Semester only if he/she has satisfied the requirements of attendance, progress, character and conduct in respect of the preceding Semester and had registered for the higher Semester examination for which he / she was eligible to register.
- 9.4** A candidate who is required to repeat the study of any Semester for want of attendance, progress, character and conduct or who desires to rejoin the course after a period of discontinuance or who upon his/her own request is permitted by the authorities to repeat the study of any Semester, may join the Semester which he/she is eligible or permitted to rejoin, only at the time of its normal commencement for a regular batch of candidates and after obtaining the approval from Anna University, Chennai and the Director of Technical Education. No candidate will however be enrolled in more than one Semester at any time. In the case of repeaters, the earlier assessment in the repeated courses will be disregarded.

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

A student who has fulfilled the following conditions (vide clause 10.1 and 10.2) shall be deemed to have satisfied the attendance requirements for appearing for end semester examination of a particular course.

- 10.1** 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 hospitalization / accident / specific illness the student is expected to earn a minimum of 75% attendance to become eligible to appear for 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.

- 10.2** However, a candidate who secures overall attendance between 65% and less than 75% in that current semester due to medical reasons (hospitalization / accident / specific illness / participation in sports events - College / University / State / National / International level Sports events with prior permission from the Head of the Department and Principal) 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 Head of the Institution.
- 10.3** The candidates who secure less than 65% and above 60% of overall attendance may apply for condonation of shortage of attendance on genuine grounds. Application for condonation of shortage of attendance along with the prescribed fee should be forwarded so as to be received in the office of the Controller of Examinations along with the final attendance statement within 7 working days, before the commencement of the semester examination. Candidate can seek condonation of shortage of attendance only once in the entire duration of a course.
- 10.4** However the Candidates who secure less than 60% overall attendance and who do not satisfy the clauses 10.1 & 10.2 will not be permitted to appear for the End Semester Examination of that current semester and are not permitted to go to next semester. They are required to repeat the same semester in the next academic year as per the norms prescribed by the Directorate of Technical Education, Tamilnadu and Anna University, Chennai.

11. SCHEME OF ASSESSMENT

ASSESSMENT PROCEDURE FOR AWARDING MARKS

M.B.A. Programme consists of Theory & Practical Courses. Employability Enhancement Courses includes Summer Training & Project Work in End Semester Examination is mandatory for all courses that are specified in the curriculum.

Performance in each course of study shall be evaluated based on (i) Continuous Internal Assessments throughout the semester and (ii) End Semester Examination at the end of the semester. For theory courses out of 100 marks, the maximum mark for Continuous Internal Assessment is fixed as 40 marks and the End Semester Examination carries 60 marks. For laboratory courses out of 100 marks, the maximum marks for Continuous Internal Assessment is fixed as 40 marks and the End Semester Examination carries 60 marks for certain courses. For project work Continuous Internal Assessment carries 40 marks and End Semester Examination carries 60 marks (Project work, Project report evaluation and Viva voce). Each course shall be evaluated for a maximum of 100 marks as shown below:

S.No.	Category of Course	Continuous Internal Assessment	End Semester Examinations
1.	Theory Courses	40 Marks	60 Marks
2.	Laboratory / Practical Courses**	40 Marks	60 Marks

** As specified in the Curriculum

Every faculty 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 faculty. 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 fix his/her signature with 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 five years). The records of attendance and assessment of both current and previous semesters should be available for inspection.

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.

ASSESSMENT FOR THEORY COURSES

For theory courses specified in curriculum out of 100 marks, the maximum marks for continuous assessment is fixed as 40 marks and the End Semester Examination carries 60 marks.

The End Semester examinations for theory and laboratory courses will be of 3 hours duration (Forenoon: 10.00 a.m. – 1.00 p.m., Afternoon: 2.00 p.m. – 5.00 p.m.) 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 theory course, certain practical course and for Project Work.

Internal Assessment tests are conducted by the internal exam cell of the college. Continuous Internal Assessment comprises three internal assessment tests and their weightages are given below.

Procedure of Continuous Internal Assessment for each theory Course

S. No.	Item	Marks
1	Internal Test – I	10
2	Internal Test – II	10
3	Internal Test – III	10
4	Seminar	10
	Total	40

In case a student has not appeared for the assessment 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 / Principal, a reassessment may be given at the end of the semester after getting approval from the Head of the Department through the faculty advisor concerned.

Procedure of Continuous Internal Assessment for Laboratory / Practical Course

S. No.	Item	Marks
1	Observation	20 Marks
2	Record	10 Marks
3	Model Exam / Viva Voce	10 Marks
	Total	40 Marks

Procedure of Evaluation of Project Work

Continuous Internal Assessment (40 Marks)				End Semester Examination (100 Marks)			
Review I	Review II	Review III	Model Viva-Voce	Report Submission	Viva-Voce		
5	10	10	15	External Examiner	Internal Examiner	External Examiner	Supervisor Examiner
				20	35	30	15

End Semester Examination:

Examination Duration : 3 Hours

Max. Marks : 100 (Will be converted to 60 marks)

Seminar

Students shall prepare the seminar report based on the recent trends pertaining to their topic allotted by the Course Faculty. (Maximum number of Seminar per course is two).

12. SCHEME OF ASSESSMENT PASSING REQUIREMENTS AND PROVISIONS

- 12.1.** A candidate who secures not less than 50% of total marks prescribed for the course with a minimum of 50% prescribed for the End Semester Examination and 50 % of Continuous internal Assessment shall be declared to have passed the course and acquired the relevant number of credits.
- 12.2.** A candidate who lacks in attendance or who fails to submit the report on the Summer Training / Project Work (or whose report is not accepted for reasons of incompleteness or other serious deficiencies) within the prescribed date or whose project work and viva voce has been assessed as Grade AB will have to reregister at the beginning of a subsequent Semester following the Semester, repeat and submit the project report at the end of that Semester and appear for End Semester examination.
- 12.3** If a candidate fails in the End Semester Examinations, he/she shall resubmit the Project Report within 60 days from the date of declaration of the results. The resubmission of the 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.

13. CREDIT SYSTEM AND ASSESSMENT

- 13.1 For awarding the grades, affiliating university guidelines is followed; It will be changed from time to time based on the guidelines of above affiliating authorities.
- 13.2 The letter grade and the grade point are awarded based on percentage of marks secured by a candidate in individual course as detailed below:

	Letter Grade	Grade Points	Marks Range
O	Outstanding	10	91 - 100
A+	Excellent	9	81 - 90
A	Very Good	8	71 - 80
B+	Good	7	61 - 70
B	Average	6	50 - 60
RA	Reappearance	0	<50
AB	Absent	0	
W	Withdrawal	0	

"RA" denotes failure in the course and he/she has to reappear for the End of Semester Examination. "AB" denotes absent for the End of Semester Examination and he/she has to reappear for the End Semester examination. "W" denotes withdrawal from the End of Semester Examination.

GPA AND CGPA CALCULATION

After the completion of the programme, the Cumulative Grade Point Average (CGPA) from the first Semester to final Semester is calculated using the formula:

$$\text{GPA} = \frac{\sum(\text{Credits Acquired} \times \text{Grade Points})}{\sum(\text{Credits Acquired})}$$

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

where

C_i is the number of credits assigned to the course

GP_i is the Grade 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.

- 13.3** A candidate will be permitted to appear for the End Semester examination of a Semester only if he/she has completed the study of that Semester (vide Clause 10). A candidate will not be allowed to register for any End Semester examination unless he/she simultaneously registers for the examinations of the highest Semester eligible and all the courses in which he/she has arrears. In the case of examination in project work, no candidate will be permitted to appear for the project work examination unless he /she had submitted the project report on or before the prescribed date.
- 13.4** A candidate who is absent in End Semester examination in a course / project work after having registered for the same shall be considered to have appeared and failed in that course /project work and awarded grade RA.
- 13.5** If a candidate fails to submit the report on project work on or before the date specified by the college / department, he/she is deemed to have failed in the project work and awarded grade RA.
- 13.6** The assessment will comprise of Continuous Internal Assessment and End Semester examination carrying marks as specified by Clause 10.
- 13.7** End Semester examinations will normally be conducted during December/January and during May/June of each year.
- 13.8** Continuous Internal Assessment marks will be awarded on the basis of continuous assessment made during the Semester as per guidelines framed by the College.

14. ISSUE OF MARK SHEET & DEGREE CERTIFICATE

After the publication of the results by the college in each Semester, the college will issue the grade statements. After successful completion of the degree, the college will recommend the candidate to the University, which in turn shall award the degree.

15. CLASSIFICATION OF THE DEGREE AWARDED

- 15.1** A candidate shall be declared to have qualified for the award of the M.B.A. Degree provided the candidate has successfully completed the course requirements and has passed all the prescribed courses of study in all the four Semesters within a maximum period of 4 years reckoned from the commencement of the Semester to which the candidate was first admitted.
- 15.2** A candidate who qualifies for the award of the Degree (vide Clause 15.1) having passed all the courses of study of all the four Semesters at the first opportunity within four consecutive Semesters after the commencement of his /her study and securing a **CGPA of 8.50 and above** in the **four Semesters** shall be declared to have passed in **First Class with Distinction**. For this purpose the withdrawal from examination (vide Clause 17) will not be construed as an opportunity for appearance in the examination.

15.3 A candidate who qualifies for the award of the Degree (vide clause 15.1) having passed all the courses of study of Semesters 1 to 4 within a maximum period of four consecutive Semesters after commencement of his / her study and securing a **CGPA of 7 and above** in all the **four Semesters** shall be declared to have passed in **First Class**.

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

16. REVALUATION

A candidate can apply for photocopy of his/her semester examination answer paper in a theory course, within a week from the declaration of results, on payment of a prescribed fee through proper application to the Controller of Examinations through the Head of institution. The answer script is to be valued and justified by a faculty member, who is not 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.

17. WITHDRAWAL FROM THE EXAMINATION

A Candidate may, for valid reasons with prior application, be granted permission to :

17.1 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 once during the entire period of study of the degree programme.

17.3 Withdrawal of application is valid only if it is made within 10 days prior to the Commencement of the examination in that course or courses and recommended by the Head of the institution and approved by the Controller of Examinations.

17.4 Even though the requirement of mandatory is 10 days notice, applications for Withdrawal for special cases under extraordinary conditions will be considered on the merit of the case.

17.5 Withdrawal shall not be construed as an appearance for the eligibility of a candidate for First Class with Distinction.

17.6 Withdrawal from the End Semester Examination is NOT applicable to arrear subjects of previous semesters.

17.7 The candidate shall reappear for the withdrawn courses during the examination conducted in the immediate semester.

17.8 Withdrawal shall not be permitted in the final semester examinations.

17.9 Withdrawal shall not be permitted for all papers in a semester. He/she has to appear at least for one paper in a semester. Otherwise he/she shall be considered as break of study.

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 DOTE, Anna University, in advance, but not later than the last date for registering for the end semester examination of the semester in question, through the Head of the Institution stating the reasons therefore and the probable date of rejoining the programme. However, if the candidate has not completed the first semester of the programme, Break of Study will be considered only on valid medical reasons.

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 rejoining. Students rejoining in new Regulations should appear in additional courses if any, as prescribed by admission committee from any semester of the regulations in-force, so as to bridge the curriculum in-force and the old curriculum.

18.3 One year authorized break of study will not be counted towards the duration specified for passing all the courses for the purpose of classification (vide Clause 18.1 and 18.2).

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

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

18.6 All the norms may liable to change upon the terms of affiliated university.

19. DISCIPLINE

Every student is required to observe discipline both inside and outside the college and not to indulge in any activity which will tend to bring down the prestige of the college. The Head of the Institution shall constitute a disciplinary committee consisting of Dean (Student Affairs), Head of the Departments to which the student concerned belongs, and the Head of another Department to enquire into acts of indiscipline and to recommend the principal for taking final decision.

If a student indulges in malpractice in any of the examinations, the student shall be liable for punitive action as prescribed in the regulations from time to time.

20. INDUSTRIAL VISIT

Every student is required to undergo one industrial visit, starting from the first semester of the programme.

21. REVISION OF REGULATION AND CURRICULUM

The college 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 with the approval of the Governing Council of the college.
