

**THIAGARAJAR COLLEGE OF ENGINEERING, MADURAI - 625 015  
(An Autonomous Institution affiliated to Anna University)**

**RULES AND REGULATIONS**

**M.ARCH. (GENERAL) DEGREE PROGRAMME**

**CHOICE BASED CREDIT SYSTEM**

**These Rules and Regulations are applicable to the candidates admitted from the Academic year 2018 – 19 onwards.**

**1.0 PRELIMINARY DEFINITIONS AND NOMENCLATURE**

In these Regulations, unless the context otherwise requires:

- i. **“Programme”** means M. Arch Degree Programme
- ii. **“Degree”** means Post Graduate (PG) Degree that is M.Arch degree.
- iii. **“Course”** means a theory, or studio subject that is normally studied in a semester, like Contemporary Architecture theory and Practice, Architectural Design I, Dissertation etc.
- iv. **“University”** means Anna University, Chennai.

**2.0 QUALIFICATIONS FOR ADMISSION:**

- 2.1. The candidates seeking admission to the programme shall require satisfying the eligibility norms prescribed by the Anna University and Director of Technical Education, Chennai, from time to time.
- 2.2. Candidates for admission for the first semester of the Post Graduate degree program shall be required to have passed an appropriate degree examination of Anna University (B. Arch./ AIIA \*) or any other examination of any University or authority accepted by the Syndicate of the University as equivalent thereto.

\*Candidates who have qualified with AIIA and registered with Council of Architecture only are eligible.

**3.0 STRUCTURE OF PROGRAMME:**

**3.1 Categorization of Courses**

Post Graduate Degree Programme (M.Arch.) will have curriculum and syllabi consisting of Theory courses, Elective courses, Studio Courses, Dissertation, and Thesis. These will be categorized as follows:

- i. **Programme Core Courses (PC)** courses include the core courses relevant to the chosen specialization/branch like Fundamentals of Design, Architectural Design etc.
- ii. **Compulsory Foundation Courses (CFC)** courses provide basic foundation to the core

courses or supplement the core courses like Fundamentals of Architecture, Theory of Design etc.

- iii. **Elective Foundation Courses (EFC)** are foundation courses which lead to knowledge enhancement selected from a pool of courses under specific streams like Architecture, Design, Technology, Planning, Energy and Environment.
- iv. **Programme Elective (PE)** are courses include the elective courses relevant to the chosen specialization/branch. The electives from the curriculum are to be chosen with the approval of the Head of Department. A student may be permitted by the HOD to choose a maximum of one elective from other P.G. Programmes offered in the institution or in any one of the other departments of the University during the period of his /her study, provided the Head of the Department offering such a course also agrees and there is no clash in the time-table for the lecture classes.

The distribution of credits for each category is given Table 1.

Table1: Credit Distribution

S.No	Category	Credit Distribution
1.	Programme Core Courses	30
2	Compulsory Foundation Courses	27
3.	Elective Foundation Courses	9-12
4.	Programme Elective Courses	6-12
	Minimum Number of Credits to be earned for the award of the degree	72

- 3.2** The curriculum and syllabi of all the programmes shall be approved by the Board of Studies and Academic Council.

### 3.3 Credit Assignment

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

Table 2: Credit Assignment

Contact period per week	Credit
1 hour Lecture Period	1
2 hours Tutorial Periods	1
2 hours Studio/ Practical Periods	1

### 3.4 Number of Courses/ Credits per semester

Curriculum of a semester shall normally have a blend of theory courses and studio courses. Each course may have credits assigned as per clause 3.3. However, the total number of courses per semester shall not exceed 7 of which the studio courses shall not exceed 1. The maximum number of credits the student can register in a particular semester cannot exceed 30 Credits (including courses for which the student has done reappearance registration (vide clause 5.8).

- 3.5** The Medium of instruction, examinations and project report shall be in English

#### **4.0 DURATION OF THE PROGRAMMES AND SEMESTERS:**

- 4.1** The minimum period for completion of the Programme is 4 semesters and maximum period for completion of the Programmes is 8 semesters.
- 4.2** The duration for the programmes shall extend over a period of four consecutive semesters for the candidates admitted in M.Arch. programmes
- 4.3** Each semester normally consists of 90 working days. In any contingent situation, the number of working days per semester shall not be less than 65 days. The Principal is given the discretionary power to decide the number of working days. The Principal shall ensure that every faculty member imparts instruction as per the number of periods specified in the syllabus and that the faculty teaches the full content of the specified syllabus for the course being taught.
- 4.4** For the purpose of regulations, the academic year will be normally divided into two semesters, the odd semester normally spanning from June to November and the even semester from December to May.
- 4.5** The courses in the curriculum of the Odd semesters will be conducted only in odd semesters and that of the even semesters only in even semesters.

#### **5.0 COURSE REGISTRATION**

- 5.1** Each student on regular admission has to register courses in the range between **15 and 30** credits, including the courses for which the student has done reappearance registration and supplementary examination for first semester arrear courses.
- 5.2** A student has to earn the minimum number of total credits (72 Credits) specified in the curriculum of the chosen programme of study in order to be eligible to obtain the degree.
- 5.4** The registration for the courses of the Semesters II to IV will commence 7 working days prior to the last working day of the preceding semester. The student shall register for the courses with the guidance of the student's Faculty Mentor. If the student wishes, the student may drop or add courses (vide clause 5.1) within **five** working days after the commencement of the concerned semester and complete the registration process. The student is allowed to register for additional courses equivalent to the credit corresponding to the passed courses in revaluation.
- 5.5** No course shall be offered by a Department unless a minimum of 25 students register for that course.
- 5.6** After registering for a course, a student shall attend the classes, satisfy the attendance requirements (vide clause 6.1 and 6.2.1), earn continuous assessment marks and appear for the End Semester Examinations.

- 5.7 The student shall register for the Dissertation in the III semester only and Thesis in the IV semester only.

## 5.8 Reappearance Registration

5.8.1 If a student fails in a theory course, they shall do reappearance registration for that course when it is offered next. Student can opt either to retain or re-earn the Continuous Assessment Marks and attend the end semester Terminal Examination. If a student opts for re-earning the continuous assessment marks, the earlier earned continuous assessment marks will be nullified.

5.8.2 a) If a student fails in a theory in Programme electives or Elective Foundation categories, he/she may register for the same course or any other course in the respective category. If a student registers for other course, he/she has to satisfy all the requirements in Clauses 6 and 9.

b) If a student fails in Dissertation and desires to continue with the same course, the student has to repeat the course when offered next. In this case, the student shall attend the classes/review, satisfy the attendance requirements (vide clause 6), earn Continuous Assessment Marks and appear for the End Semester Viva Voce Examinations. The facility of Reappearance Registration is not available for Dissertation.

c) The student who fails in any Studio Course/ Thesis, his/her Continuous Assessment Marks is valid for only one subsequent attempt. After one subsequent attempt (clause 10.4.3) the student shall register for the same, when offered next, and repeat the course. In this case, the student shall attend the classes, satisfy the attendance requirements (vide clause 6), earn Continuous Assessment Marks and appear for the End Semester Viva -Voce Examinations. The facility of Reappearance Registration is not available for such courses.

5.8.3 If a student is prevented from taking the end semester examination of a course (theory / studio) due to lack of attendance, student has to register for that course again, when offered next, attend the classes and fulfill the attendance requirements as per clause 6. If the course, in which student has lack of attendance, is a Programme Elective or an Elective Foundation Courses, student may register for some other Programme Elective or Elective Foundation course respectively in the subsequent semesters.

5.8.4 A student who has already appeared for a course in a semester and passed the examination is not entitled to reappear the same course for improvement of Grade/Marks.

## 6.0 REQUIREMENTS FOR APPEARING FOR THE END SEMESTER EXAMINATION OF A COURSE

- 6.1 A student who has fulfilled the following conditions shall be deemed to be eligible to appear for the end semester examination.

Ideally, every student is expected to attend all the classes and earn 100% attendance. Students who have earned not less than 75% attendance course wise taking into account the number of periods required for that course as specified in the curriculum.

- Students who have earned attendance less than 65% will not be permitted to appear for End Semester Examination for that course. The student has to register and repeat that particular course in a subsequent semester when it is offered next.
- However, exemption may be given for the students who earned attendance between 65% and less than 75% in a particular course from the prescribed attendance requirement based on medical leave (hospitalization / accident / specific illness) and On Duty leave for participation in the College / University / State / National / International level Sports events (Vide clause 6.1.3) with prior approval from the Principal / competent authority. Such student shall be permitted to apply for condonation to the Principal through the respective Head of the Department. After the approval from the principal, the student shall be permitted to appear for the end semester examination for that course by paying the prescribed fee by the Controller of Examinations of the college. However, the students who have represented the college in NCC/NSS/Sports are exempted from the Condonation.
- His / her progress has been satisfactory and obtained bona fide certificate in the Record of all the Practical courses in the semester, and
- His / her conduct has been satisfactory.

**6.1.1** A student shall be permitted to appear for the terminal examinations only if,

- a. he/she satisfies the attendance requirements
- b. the student's conduct has been satisfactory
- c. he/she has paid the examination fees and registered for the examinations for all the courses of that semester by paying the prescribed examination fees within the due date. If any student fails to register and pay the examination fees within the due date, he /she shall not be permitted to attend the end semester examinations.
  - the prescribed fee by the Controller of Examinations of the college. However, the students who have represented the college in NCC/NSS/Sports are exempted from the Condonation.
  - His / her progress has been satisfactory and obtained bona fide certificate in the Record of all the Practical courses in the semester, and

**6.1.2** The students who are consistently good in academics ONLY be considered for the grant of ODL under co-curricular / extra-curricular activities by the competent authorities. The following activities shall be considered for the award of ODL:

- Sports and Games: TIES, Inter collegiate, Inter Zonal, Inter University, State level, National level and Open Tournaments.
- NCC: Camps and expeditions, NSS camps
- Cultural Programs at State, National and International level
- Seminar / Symposia: Paper presentation / Quiz
- Leadership course organized by other organizations & Alumni Association activities, Association Activities, Placement Activities
  - NASA( National Association of Students of Architecture)
  - Zonal NASA Conventions.
- Training Programs/internship at Industries and Higher Learning Institutions
- Personal damages incurred during the extra-curricular activities.
- The ODL requisition letter shall be forwarded to the Principal through the Head of the Department of the student by the staff-in-charge of the respective activities before completion of every activity.
- The ODL sanctioned letters shall be submitted to the Department office. The faculty-in-charge of the department office will check the eligibility for the award of attendance at the end of semester and the same may be submitted to the Head of the Department for approval.

#### **7.0 FACULTY MENTOR**

To help the students in planning their courses of study and for general advice on the academic programme, the Head of the Department will attach a certain number of students (4 to 5) to a faculty member of the Department. He /she shall function as Faculty Advisor for these students throughout their period of study. The faculty advisor shall

- Advise the students in registering and reappearances registering of courses
- Monitor their attendance, academic progress and discipline of the students
- Counsel periodically or during the Faculty Advisor/Tutor/Proctor-ward meeting scheduled in the class time table.
- Inform the students about the various facilities and activities available to enhance the student's curricular and co-curricular activities.
- If necessary, the faculty mentor may also discuss with or inform the parents about the progress of the students through the Head of the Department or in the parent –teacher meeting.

## 8.0 ACADEMIC COMMITTEES

### 8.1 Class Committee

Every class shall have a class committee consisting of faculty members handling courses of the concerned class, student representatives – cross section of students (Academically good, average, Poor) and a chairperson who is a faculty not handling the course for the class. The overall goal is to improve the teaching-learning process. The functions of the class committee include:

- Solving problems experienced by students in the classroom 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 (Tests & Assignments) and the syllabus coverage for each assessment.
- Analyzing the performance of the students of the class after each test and finding the ways and means of solving problems, if any
- Identifying the weak students, if any, and requesting the faculty concerned to provide some additional help or guidance or coaching to such weak students.

**8.2** The class committee for a class is constituted by the Head of the department.

**8.3** The class committee shall be constituted on the first day of commencement of any semester.

**8.4** At least 3 student representatives shall be included in the class committee.

**8.5** The chairperson of the class committee may invite the Tutor(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 Head of the Department within two working days of the meeting and arrange to circulate among the concerned students and faculty members. 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 Principal.

**8.8** The class committee shall meet three times a semester:

- The first meeting within a week from the date of commencement of the semester.
- The second meeting a week after the first test results.
- The third meeting a week before the last lecture day of the semester.

**8.9** 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 to improve the effectiveness of the teaching-learning process.

## 9.0 SYSTEM OF EXAMINATION:

9.1 M.Arch. Programme consists of Theory Courses, and Studio Courses.

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 including Programme elective courses and Elective Foundation Courses, out of 100 marks, the maximum marks for Continuous Assessment is 50 and the End Semester Terminal Examination will be conducted for 100marks which will be reduced to 50 marks.

For Studio Courses like Dissertation, out of 100 marks, the maximum marks for Continuous Assessment is 50 and the End Semester Terminal Examination (viva voce) will be conducted for 100marks which will be reduced to 50 marks.

For Studio Courses like Architectural Design, out of 100 marks, the maximum marks for Continuous Assessment is 60 and the End Semester Viva Voce Examination will be conducted for 100marks which will be reduced to 40 marks.

For Architectural Thesis shall be evaluated for a maximum of 100 marks. The maximum marks for Continuous Assessment is 60 and the End Semester Viva Voce Examination will be conducted for 100marks which will be reduced to 40 marks.

The maximum marks assigned to different courses shall be as given in Table 2.

S. No	Categorization of courses	Continuous Assessment	End Semester Examinations/Viva	Total marks
1.	Theory Courses	50	50	100
2.	Dissertation	50	50	100
3.	Studio Courses	60	40	100
4.	Architectural Thesis	60	40	100

## 9.2 Assessment for Theory Courses

### Theory courses

Continuous Assessment comprises of two assessments, conducted by the course instructor / coordinator / department. One assessment will be in the form of internal test. The total marks obtained in the test and the assignment put together shall be reduced to 50.

The apportioning of marks shall be as follows:

- 30 marks for test
- 20 marks for assignments/tutorials/seminars/mini projects/site study/ field visit report / working model / evaluation report / test report / drawings/construction yard exercises etc.



A minimum of two tests would be conducted in a day (in the case of tests and they would be of two hours durations each) students will not have regular classes on the scheduled day of these tests. In case a **student misses** 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 and approval from the Head of the Department within one week, **Re test / Assignment submission** may be given through the concerned course instructor.

### **9.3 Assessment for Dissertation**

The Continuous Assessment evaluation for Dissertation shall be carried out for 50 marks. Every candidate shall submit at the end of the II semester a topic approved by a Dissertation review committee, which shall comprise of the Dissertation Coordinator, Supervisor and one External member, constituted by the Head of the Department. The dissertation shall be evaluated for 50 marks by the Dissertation review committee, through continuous assessment with a minimum of 4 reviews (including one topic selection review which will not be evaluated) throughout the semester. The External Review member will be appointed by the Controller of Examination from a panel recommended by the Head of the Department.

### **9.4 Assessment for Studio Courses**

- 9.4.1 The Continuous Assessment evaluation for Studio Courses like Architectural Design will be carried out for 60 marks for the performance of the candidate in the studio projects throughout the semester. The number of projects and evaluation weightage for the studio projects shall be discussed and recommended by the Department Committee constituted by the Head of the Department.

### **9.5 Assessment for Architectural Thesis**

Every candidate shall submit a synopsis at the end of III Semester to be approved by the Department Committee constituted by the Head of the Department. The thesis review committee constituted by the Head of the Department shall comprise of the Coordinator of the Thesis, one internal member, the Supervisor and minimum of one External member. The Thesis shall be evaluated for 60 marks by the Thesis review committee through continuous assessment with a minimum of 5 reviews (including one topic selection review which will not be evaluated) throughout the semester. The External Review members will be appointed by the Controller of Examination from a panel recommended by the Head of the Department.

### **9.6 Assessment for Guided Study Course**

The syllabus of the course and mode of assessments shall be approved by the Department Committee constituted by the Head of the Department, Academic Council and forwarded to the Controller of Examinations before the commencement of the semester. One Faculty member approved by the Head of the Department shall be responsible for the periodic monitoring and evaluation of the course.

**9.7** Students are prohibited from entering into the Examination Hall / Laboratories with any book or portion of book, manuscript, or paper of any description or Communicating with or copying from each other or communicating with anyone outside the Examination Hall / Laboratories. Programmable calculator and mobile phone shall not be permitted inside the Examination hall / Laboratories. However, any required codebooks and data sheets / books as specified in the question paper will be supplied inside the Examination hall / laboratories by the office of the Controller of Examinations. The students are warned that any form of Malpractice will be dealt with severely. The punishment may be cancelling all the examinations registered by the student in that semester and debarring permanently from all the examinations and disciplinary action will be taken by the college authorities after conducting enquiry. Identity card of the college must be produced at the time of terminal examination. Any student fails to produce Identity card shall not be permitted to appear for the examination.

**9.8** A student can apply for revaluation of his/her semester examination answer paper in theory within a week from the declaration of results, on payment of a prescribed fee through proper application to the Controller of Examinations. The Controller of Examination will arrange for the revaluation and the results will be published before the commencement of supplementary examinations. Revaluation is not permitted for practical courses, project work and industry supported courses.

**9.9** Students can go through the answer script for re-totaling before they apply for revaluation after the publication of the results.

**9.10** A student can apply for revaluation of his/her semester examination answer paper in theory within a week from the declaration of results, on payment of a prescribed fee through proper application to the Controller of Examinations. The Controller of Examination will arrange for the revaluation and the results will be published before the commencement of supplementary examinations.

**9.11.** Revaluation is not permitted for Studio Courses like Architectural Design, Dissertation, and Architectural Thesis

## **10.0 ELIGIBILITY FOR PASS IN EACH COURSE**

The Passing requirement for a student in a course is determined statistically based on the analysis of the marks obtained both in Continuous Assessment and End Semester Examinations put together.

### **10.1 Theory Courses**

- 10.1.1 For theory courses a candidate shall be declared to have passed the examination, if he / she secures minimum of 25 marks out of 50 in the end semester terminal examination with a minimum aggregate of 50 marks in continuous assessment and end semester examination put together.
- 10.1.2 If a student fails to secure a pass in a theory course (except Elective Foundation and Programme Elective) the student shall do reappearance registration for that course, when offered next, earn continuous assessment marks and attend the end semester examination.

### **10.4 Studio Courses**

- 10.4.1 For Architectural Design studio courses, a candidate shall be declared to have passed the examination if he / she secures an aggregate of 50 marks out of 100 obtained in the Continuous Assessment and End semester examination put together. The End Semester Examination will be conducted as Viva-Voce for the portfolio submitted by the candidate.
- 10.4.2 For Architectural Thesis, a candidate shall be declared to have passed if he / she secures an aggregate of 50 marks of the total of 100 marks in the Continuous Assessment and the End Semester Viva Voce examination put together.
- 10.4.3 If a student fails to secure a pass in examinations of studio courses comprising of Architectural Design/ Architectural Thesis, the student shall resubmit an improved portfolio/works/sheets for the subsequent viva voce examination conducted in the following semester. The continuous assessment marks shall be valid for the subsequent attempt.
- In case, a student fails to secure a pass in the subsequent attempt also, in the studio courses comprising of Architectural Design/ Architectural Thesis, the student shall repeat when the course is offered next, secure fresh continuous assessment and submit the portfolio/works/sheets as in the case of a regular student.
- 10.4.4 If a student fails to secure a pass in Dissertation, the student shall repeat the course again by re registration when offered next or he/she can register for other Elective Foundations courses.

## 10.5 Award of Grades

Range of Total Marks (TM) (Continuous assessment +Terminal Examination)	Letter Grade	Grade Point (GP)
$90 \leq TM \leq 100$	S	10
$80 \leq TM < 90$	A	9
$70 \leq TM < 80$	B	8
$60 \leq TM < 70$	C	7
$50 \leq TM < 60$	D	6
$0 \leq TM < 50$	U	0
Non-completion of a semester(Repeat course)	I	0
Withdrawal from terminal examination	W	0
Absent	AA	0

$$GPA = \frac{\sum_{i=1}^N C_i GP_i}{\sum_{i=1}^N C_i}$$

$N$  is the number of all courses to be registered in the particular semester,  $GP_i$  is the grade point obtained in  $i^{th}$  course and  $C_i$  is the number of credits assigned to  $i^{th}$  course. Cumulative GPA (CGPA) will be calculated when the student is declared to be eligible for the award of the degree. CGPA calculation is based on all the courses considered (vide clause 5.2) for the award of the degree.

## 11.0 REQUIREMENTS FOR MOVING TO A HIGHER SEMESTER

11.1 A student of the M.Arch. shall move to the higher semester if student satisfies Semester completion requirements (vide clause -6) and the following conditions.

To move to:

- (i) III semester, a pass is required in - Architectural Design I (Sem I)
- (ii) IV semester, a pass is required in - Architectural Design II (Sem II)

11.2 A student shall move to the next higher semester if the student has satisfied the Semester completion requirements (vide Clause 6).

## 12.0 ISSUE OF GRADE CARD

12.1 The grade card will be issued, through the head of the department every semester after the publication of results up to prefinal semester and a consolidated grade card will be issued after successful completion of all the courses and eligible for the award of degree. The grade card will contain the following information:

- i. The courses for which credits are earned with Course code and title
- ii. Grade obtained in each course

- iii. Cumulative grade point average earned during the course
- iv. Month and year of successful appearance

### **13.0 ELIGIBILITY FOR THE AWARD OF DEGREE**

A student shall be declared to be eligible for the award of the M.Arch. Degree provided the student has

- (a) A student seeking M.Arch degree shall be required to undergo the **prescribed** courses of study and evaluation in the college for the specified duration and to pass all the examinations prescribed therefore.
- (b) He/ she should enrol for all the courses prescribed in the curriculum of the respective degree programme and earn the minimum number of credits (72 credits).
- (c) The maximum time limit for the completion of the M.Arch Degree programmes will be 4 (FOUR) years from the date of admission to the first semester of the programme
- (d) No disciplinary action pending against the student

### **14.0 CLASSIFICATION OF THE DEGREE AWARDED**

#### **14.1. First class with Distinction**

A student who qualifies for the award of degree (vide clause 13.0) having passed the examination in all registered courses in his / her first appearance, within THREE years including the 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 and should not have been prevented from writing end semester examination due to lack of attendance in any of the courses. The authorized break of study (vide clause 15.0) and withdrawal from the examination (vide clause 16.0) will not be counted as an attempt.

#### **14.2. First Class**

A student who qualifies for the award of degree (vide clause 13.0) having passed the examination in all the courses within THREE years including the authorized Break of Study of One Year and securing a CGPA of not less than 7.00 shall be declared to have passed in First class and should not have been prevented from writing end semester examination due to lack of attendance in any of the courses. The authorized break of study (vide clause 15.0) and withdrawal from the examination (vide clause 16.0) will not be counted as an attempt.

#### **14.3. Second Class**

All other students (not covered in 14.1 and 14.2) who qualify for the award of degree having passed the examination in all the courses and fulfilling the requirements given in clause 13.0 above shall be declared to have passed in Second Class.

A student who is absent for end semester examination in a course / Architecture Thesis after having registered for the same shall be considered to have appeared in that (except approved withdrawal from end semester examination) for the purpose of classification.

#### **15.0 TEMPORARY BREAK OF STUDY FROM A PROGRAMME**

- 15.1.** A student is not normally permitted to break the study temporarily. However, if a student intends to temporarily discontinue the programme in the middle for valid reasons (such as accident or hospitalization due to prolonged ill health) and to rejoin the programme, he/she shall apply in advance to The Principal, through the Head of the Department stating the reasons, in any case, not later than the last lecture day, provided he/she fulfills the requirement in Clause 6.0.
- 15.2** The student permitted to rejoin the programme after the break shall be governed by the rules and regulations in force at the time of rejoining.
- 15.3** The duration specified for passing all the courses for the purpose of classification vide Clause 14.1 and 14.2 shall be increased by the period of such break of study permitted.
- 15.4** 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 13.0 irrespective of the period of break of study in order that he/she may be eligible for the award of the degree.
- 15.5** 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'.

#### **16.0 PROVISION FOR WITHDRAWAL FROM THE EXAMINATIONS**

- 16.1** A student will be permitted to withdraw in any one of the semesters except first semester during the entire duration of the degree programme for valid and genuine reasons by making an application in the office of the Controller of Examinations through the respective Head of the Department for withdrawal at least one day in advance of the last theory examination in that semester. When he / she appear subsequently, he / she have to appear for all the courses of that semester on registration and payment of fees. Subsequent appearance will not be counted as separate attempt.
- 16.2** Those students who withdraw are eligible for the award of First Class and First Class with Distinction as per the requirement in this regard. However he / she will not be considered for ranking.
- 16.3** Withdrawal is permitted ONLY ONCE during the entire duration of the degree programme.
- 16.4.** Withdrawal is not permitted to the student who has not satisfied the conditions prescribed in clause 6.0 as requirements for appearing in the end semester examination.

- 16.5.** Withdrawal is permitted for the end semester examinations in the final semester only if the period of study the student concerned does not exceed 5 years as per clause 14.1.

**17.0 DISCIPLINE**

- 17.1** Every student is required to observe discipline and decorous behavior 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 Principal shall constitute a disciplinary committee 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 special committee shall be constituted by the Head of the Institution for taking the final decision.
- 17.2** 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.

**18.0 REVISION OF REGULATIONS AND CURRICULUM**

The standing committee/Academic Council of the College reserves the right to revise or change or amend the regulations, the scheme of examinations, the curriculum and the syllabi from time to time if found necessary.

**19.0 SPECIAL CASES**

In the event of any clarification in the interpretation of the above rules and regulations, they shall be referred to the Standing Committee. The Standing Committee will offer suitable interpretations/ clarifications /amendments required for special case on such references and get them ratified in the next meeting of the Academic Council. The decision of the Academic Council is final.