

GOVERNMENT COLLEGE OF ENGINEERING: SALEM 636011
(An Autonomous Institution Affiliated to Anna University, Chennai)
(NAAC ACCREDITED)

REGULATIONS 2022

CHOICE BASED CREDIT SYSTEM

Common to all B.E. (PART TIME) DEGREE PROGRAMME

(For the students admitted to B.E Programme during the Academic year 2022-2023)

1. DEFINITIONS AND NOMENCLATURE

- (i) **“Programme”** means Degree Programme (i.e) B.E. Degree Programme.
- (ii) **“Course”** means a Theory or Practical subject that is normally studied in a semester, like Mathematics, Physics, Engineering Graphics, etc.,

2. ELIGIBILITY FOR ADMISSION

For admission to the Bachelor Degree Programme - Part Time candidates will be required to satisfy the conditions of admission thereto prescribed by the Government of Tamilnadu and Anna University, Chennai.

3. BRANCHES OF STUDY

Branches will be offered at the time of admission to the programme. The following are the branches offered in this college.

B.E. Civil Engineering

B.E. Electronics and Communication Engineering

B.E. Electrical and Electronics Engineering

B.E. Mechanical Engineering

4. DURATION AND STRUCTURE OF THE PROGRAMME

4.1 The Minimum and Maximum period of the U.G. Part time programme are given below:

Programme	Minimum	Maximum
B.E. (Part Time)	(3 ½ Years)	(7 Years)
	(7 Semesters)	(14 Semesters)

4.2 The duration of the B.E. Degree Programme under Part Time shall be SEVEN (7) semesters. Each academic year will be divided into two semesters each. The number of working days shall be 80 days (which includes the days for conducting unit tests) or 250 Hours. The number of working days shall exclude study holidays, Government holidays and end – semester examination days. The Head of Department shall ensure that every teacher teaches the full content of the specified syllabus for the course being taught.

4.3 Categorization of Courses

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

- i. **Humanities and Social Sciences (HS)** courses include Ethics and Human Values, Environmental Science etc.
 - ii. **Basic Sciences (BS)** courses include Mathematics, Physics, Chemistry, etc.
 - iii. **Engineering Sciences (ES)** courses include Engineering practices, Computer Practice, Engineering Graphics, Basic of Electrical / Electronics / Mechanical / Computer Engineering, Instrumentation etc.
 - iv. **Professional Core (PC)** courses include the core courses relevant to the chosen specialization/ branch.
 - v. **Professional Elective (PE)** courses include the elective courses relevant to the chosen specialization/ branch.
 - vi. **Employability Enhancement (EE)** Courses include Project Work and/or Seminar, Professional Practices, Case Study and Practical Training.
- 4.4 The courses of study shall be both theory and practical and shall be in accordance with the prescribed syllabi.
- 4.5 Each semester curriculum shall normally have a blend of lecture and practical courses not exceeding 5 courses. However Employability and Enhancement course(s) may be included as additional course.
- 4.6 A student who has passed all the courses prescribed in the curriculum for the award of the degree shall not be permitted to re-enroll to improve his/her marks in a course or the aggregate marks.
- 4.8 **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 / Seminar / Project Work / etc.)	1

5. COURSE ENROLLMENT AND REGISTRATION

- 5.1 Each student, on admission shall be assigned to a Faculty Advisor (vide clause 6) who shall advice 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.
- 5.2 Every student shall enroll for the course of the succeeding semester in the current semester. However, the students shall confirm the enrollment by registering for the courses within the first five working days after the commencement of the concerned semester.
- 5.3 No course shall be offered by a Department unless a minimum of 10 students register for that course.
- 5.4 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.
- 5.5 Each student on admission shall register for all the courses prescribed in the curriculum in the student's first Semester of study.

5.6 The enrollment for the courses of the Semesters II to VII will commence 10 working days prior to the last working day of the preceding semester. 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 5.7) within five working days after the commencement of the concerned semester and complete the registration process duly authorized by the Faculty Advisor.

5.7 Flexibility to Add or Drop courses

5.7.1 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.

5.7.2 From the III to VII semesters, the student has the option of registering for additional courses or dropping existing courses. Total number of credits of such courses cannot exceed 6.

5.7.3 The student shall register for the project work in the VII semester only.

6. 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, authorize the process, monitor their attendance and progress and counsel them periodically.

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 and co-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.
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7. SYSTEM OF EXAMINATION

Performance in each courses of study shall be evaluated based on (i) continuous internal assessment throughout the semester and (ii) an end – semester examination.

7.1 Theory Course

End-semester Examination will be conducted in all theory courses at the end of each semester for all the programmes. The maximum marks of each course shall be 100, out of which the continuous internal assessment will carry 40 marks, while the end semester Examination will carry 60 marks.

7.2 Practical Course/Mini Project

The practical classes for all the Practical/Mini Project courses will be assessed continuously. The maximum marks for the Practical/Laboratory component courses shall be 100, out of which continuous internal assessment will carry 60 marks and the end semester practical examination will carry 40 marks. If any practical course contains Part A and B components, the maximum for each Part of the laboratory will be 50, out of which the continuous internal assessment will carry 30 marks, and the end semester practical examination will carry 20 marks. The end semester practical examination for award of marks shall be conducted by both Internal and External examiners.

7.3 Project Work and Viva Voce

For the project work and viva – voce examination, the maximum marks shall be 200, comprising 120 marks for internal assessment and 80 marks for the end semester examination. The end semester marks of 80 shall be awarded by both the Internal and External examiners, the project report shall carry a maximum of 40 marks (same mark must be awarded to every student of the project group) The viva-voce examination shall carry 40 marks (awarded to each student of the project group based on the individual performance in the viva-voce examination conducted by External examiner and the Internal Examiner).

8. CLASS COMMITTEE

- 8.1** A Class Committee consists of teachers of the class concerned, student representatives and a chairperson selected from among the faculty who do not teach that 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 the students in the class room and in the laboratories.
 - Clarifying the regulations of the degree programme and the details of rules therein particularly clauses 10, 11, 12 and 13 which should be displayed in the college Notice-Board.
 - 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 / drawing / Project work / seminar etc.) the breakup of marks for each experiment / exercise / module of work, should be clearly discussed in the class committee meeting and informed to the students.
 - Analyzing the performance of the students of the class after each test and finding the ways and means of improving the slow learners.
 - Identifying slow learner students, if any, and requesting the teachers concerned to provide additional help or guidance or coaching to such students.
- 8.2** The class committee for a class under a particular branch is normally constituted by the head of the department. However, if students of different branches are mixed in a class (like the first semester which is generally common to all branches), the class committee is to be constituted by the Principal.
- 8.3** The class committee shall be constituted within the first week of each semester.
- 8.4** At least 4 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 adviser(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 it among the students and teachers concerned. If there are some points in the minutes requiring action by the Head of the Institution the same shall be brought to the notice of Head of the institution by the head of the Department/Chief Faculty advisor.
- 8.8** The first meeting of the class committee shall be held within fifteen days from the date of commencement of the semester, in order to inform the students about the nature and weightage of assessments with the framework of the regulations. Two or three subsequent meeting may be held in a semester at suitable intervals. The Class Committee Chairman shall put on the Notice Board the cumulative attendance particulars of each student at the end of every such meeting to enable the students to know their attendance details to satisfy the clause 11 of this Regulation. During these meetings the student members representing the entire class, shall meaningfully interact and express the opinions and suggestions of the

other students of the class in order to improve the effectiveness of the teaching-learning process.

9. COURSE COMMITTEE FOR COMMON COURSES

Each common theory course offered to more than one discipline or group shall have a “*Course Committee*” comprising the entire faculty teaching the common course, with one of them nominated as Course Coordinator. The nomination of the course Coordinator shall be made by the Head of the Department / Principal depending upon whether all the teachers teaching the common course belong to a single department or to several departments. The ‘Course committee’ shall meet in order to arrive at a common scheme of evaluation for the test and shall ensure a uniform evaluation of the tests.

10. PROCEDURE FOR AWARD OF MARKS FOR INTERNAL ASSESSMENT

10.1 Theory Courses

Average of two internal assessment marks can be taken for continuous internal assessment. Each internal assessment is to be conducted for 100 marks and will have to be distributed in two parts viz., Individual Assignment / Case Study / Seminar / Mini Project and Test with each having a weightage of 40% and 60% respectively. The tests shall be in written mode. The total internal assessment marks of 200 shall be converted into a maximum of 40 marks and rounded to nearest integer.

Assessment I (100 Marks)		Assessment II (100 Marks)		Total of Internal Assessments
Individual Assignment /Case Study / Seminar / Mini Project	Written Test	Individual Assignment / Case Study / Seminar / Mini Project	Written Test	
40	60	40	60	200*

***The weighted average shall be converted into 40 marks for Internal Assessment.**

10.2 Practical Courses

The maximum marks for Internal Assessment shall be 60 marks. Every practical exercise / experiment shall be evaluated based on conduct of experiment / exercise and records are to be maintained. There shall be at least one test. (Model Lab Exam). The criteria for arriving at the Internal Assessment marks of 60 are as follows: 75 marks shall be awarded for successful completion of all the prescribed experiments done in the Laboratory and 25 marks for the test. The total mark shall be converted into a maximum of 60 marks and rounded to the nearest integer.

Internal Assessment (100 Marks)*	
Evaluation of Laboratory Observation, Record	Test
75	25

*** Internal assessment marks shall be converted into 60 marks.**

10.4 Project Work

There shall be three assessments during the semester by a review committee. The students shall make a presentation on the progress of the project before the committee. The Head of the Department shall constitute the review committee consisting of HOD, Guide and a senior member of faculty. The criteria for arriving at the internal assessment marks for the Project Work evaluated for 120 marks are:

Work assessed by the Project Guide : 50% Weightage (60 marks)
Work assessed by the Committee : 50% Weightage (60 marks)

10.5 Responsibilities of Course Coordinator

Every coordinator 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), 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 seven years). The records of attendance and assessment of both current and previous semesters should be available for inspection.

11. REQUIREMENTS FOR COMPLETION OF A SEMESTER

A candidate who fulfils the following conditions shall be deemed to have satisfied the requirements for completion of a semester.

- 11.1** He/She secures not less than 75% of attendance in the total number of working days during that semester.
- 11.2** Candidates who could not attend classes continuously due to Trauma/Infectious diseases / Surgeries requiring continuous medical attention, on submission of a valid medical certificate in time, obtained from a Government doctor not the below the rank of Assistant Surgeon, are given exemption upto 10% of the required attendance and shall be permitted to appear for the current semester examination on condonation (attendance 65% to 74%).
- 11.3** Permission mentioned in 11.2 can be allowed only twice during his/her entire course of study.
 - 11.3.1** Fees for 1st time condonation Rs.1000/-
 - 11.3.2** Fees for 2nd time condonation Rs.5000/-
- 11.4** His/her conduct should be certified to be satisfactory by the Head of the Department concerned.
- 11.5** Candidates who do not complete the semester (as per clause 11.1 and 11.2), will not be permitted to write the end-semester examination and are not permitted to move to next semester. However, they will be permitted to write the arrear examination, if any. They are required to repeat the incomplete semester in the next academic year getting the necessary permission from the authorities

12. REQUIREMENTS FOR APPEARING FOR END SEMESTER EXAMINATION

A candidate shall normally be permitted to appear for the end semester examination of the current semester, if he/she has satisfied the semester completion requirements (subject to Clause 11.1 with 11.2) and has registered for examination in all courses of that semester. Registration is mandatory for arrear subjects along with current semester examinations, failing which the candidate will not be permitted to move to the higher semester.

12.1 Reappearance Registration

12.1.1 If a student fail in a theory course, the reappearance registration for that course in the subsequent semester is mandatory.

12.1.2 The student may attend the classes for the reappearance registration courses, if the student wishes. However, the attendance requirement (vide clause 11) is not compulsory for such courses.

13. END – SEMESTER EXAMINATION

13.1 There shall be one end – semester examination of 3 hour duration in each lecture – based course.

13.2 The Project report of B.E programme will be evaluated based on the report and a viva-voice examination by an External Examiner and an Internal Examiner.

13.3 The following will be the weightage for different courses.

13.3.1 Theory courses : Internal Assessment – 40%
: End-Semester Examination – 60%

13.3.2 Laboratory based Courses : Internal Assessment – 60%
: End-Semester Examination – 40%

13.3.3 Project work [Maximum Marks: 200] : Internal Assessment – 60%
: End-Semester Examination – 40%

Internal Assessment		End Semester Examination		
120 Marks		80 Marks		
Project Guide	Review Committee	Evaluation of Project Report by External Examiner	Viva Voce	
			40 Marks	
			Internal Examiner	External Examiner
60 marks	60 marks	40 Marks	20 Marks	20 Marks

14. PASSING REQUIREMENTS

14.1 The minimum number of total credits to be earned through successful completion of the courses of study of the respective branch by a candidate to qualify for the award of degree in the various branches of study is provided below.

Branch of study	Minimum number of credits to be earned through successful completion of the courses of study of the respective branch, for the award of degree
Civil Engineering	104
Electronics & Communication Engineering	100.5
Electrical & Electronics Engineering	100
Mechanical Engineering	104

- 14.2** A candidate who secures not less than 50% of total marks prescribed for the course [Internal Assessment + End Semester University Examination] with a minimum of 45% of the marks prescribed for the end-semester University Examination shall be declared to have passed the course and acquired the relevant number of credits. This is applicable for both theory and laboratory courses (including project work).
- If a student fails to secure a pass in a theory course / laboratory course, the student shall register and appear only for the end semester examination in the subsequent semester. In such case, the internal assessment marks obtained by the student in the first appearance shall be retained and considered valid for all subsequent attempts till the student secure a pass. However, from the third attempt onwards if a student fails to obtain pass marks (IA + End Semester Examination), then the student shall be declared to have passed the examination if he/ she secures a minimum of 50% marks prescribed for the University end semester examinations alone.
- 14.3** For laboratory course, during any semester, if offered in two parts – Part A and B, it is mandatory that the student appears for both the Part A and B, in the end semester practical examination. The candidate is declared to have passed in that programme, only if he/she secures a minimum of 45% in each part A and B end semester examination and 50% in continuous assessment and end semester examination both put together in each part separately. If the student is absent for any part of the laboratory, he/she has to reappear in both the parts A and B of the programme.
- 14.4** A candidate who successfully completes the course requirements and passes all the prescribed examinations in all the seven semesters within a maximum period of 7 years (14 semesters), reckoned from the commencement of the first semester to which the candidate was admitted is eligible to get the degree.

15. REVALUATION

- 15.1** Copies of answer script for theory course(s) can be obtained from the Office of the Controller of Examinations on payment of a prescribed fee specified for this purpose through proper application.
- 15.2** A candidate can apply for revaluation or photo copy cum revaluation 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 office of the Controller of Examinations, as per the norms given by the Chairman, Academic Council. Revaluation is not permitted for Practical Courses and for Project work.

16. MALPRACTICE

If a student indulges in malpractice in any of the end-semester examinations, he/she shall be liable to face punitive action as prescribed by the Controller of Examination, Government College of Engineering, Salem.

17. PROCEDURE FOR USING SCRIBE

If a candidate is physically challenge / meets with accident or suffers from ill health at the time of examination, then he/she may be permitted to use a scribe to write the examination through proper application to the Office of the Controller of Examinations. In such case, maximum one hour extra time will be permitted. The scribe shall be a non-engineering student/ graduate.

18. PROVISION FOR WITHDRAWAL FROM EXAMINATION

- 18.1** A candidate who satisfies Clause 12, may for valid reasons and on prior application, be granted permission to withdraw from appearing for the examination of any one course or consecutive examinations of more than one course in a semester examination.
- 18.2** Such withdrawal shall be permitted only ONCE during the entire period of study of the degree programme.
- 18.3** Withdrawal application is valid only if it is made 10 days prior to the commencement of the examination in that course or courses and is recommended by the Head of the Department and approved by the Head of the Institution.

- 18.4** Notwithstanding the requirement of the mandatory TEN days notice, application of withdrawal for special case under extraordinary conditions will be considered on the merit of the case.
- 18.5** Withdrawal shall not be construed as an appearance for the eligibility of a candidate for First Class with Distinction. This provision is not applicable to those who seek withdrawal during VII semester.
- 18.6** Withdrawal from the end semester examination is NOT applicable to arrear subjects of previous semesters.
- 18.7** The candidate shall reappear for the withdrawn courses during the examination conducted in the subsequent semester.

19. AWARD OF THE LETTER GRADES

The award of letter grades will be decided based on relative grading principle. The relative grading is applicable to ONLY those students who have passed the examination as per the passing requirements enumerated above. For those students who have not passed the examination, Reappearance (RA) shall be awarded as shown in the below Table.

For those students who have passed the course, the relative grading shall be done. The evolved relative grading method normalizes the results data using the BOX-COX transformation method and computes the grade range for each course separately and awards the grade to each student. For a given course, if the students' strength is greater than 30, the relative grading method shall be adopted. However, if the students' strength is less than 30 then the fixed grading shall be followed with the grade range as specified below.

Range of Total Marks	Letter Grade	Grade Points (GP)
91 to 100	O (Outstanding)	10
81 to 90	A+ (Excellent)	9
71 to 80	A (Very Good)	8
61 to 70	B+ (Good)	7
56 to 60	B (Average)	6
50 to 55	C (Satisfactory)	5
< 50	U (Re-appearance)	0
Incomplete / Shortage of Attendance	SA	0
Withdrawal	W	0
Withheld	WH	0

A student is deemed to have passed and acquired the corresponding credits in a particular course if he/she obtains any one of the following grades: "O", "A+", "A", "B+", "B", "C".

'SA' denotes shortage of attendance and hence prevented from writing the end semester examinations. 'SA' will appear only in the result sheet.

"U" denotes that the student has failed to pass in that course. "W" denotes withdrawal from the exam for the particular course. The grades U and W will figure both in the Grade Sheet as well as in the Result Sheet. In both cases, the student has to appear for the End Semester Examinations.

If the grade U is given to Theory Courses/Laboratory Courses it is not required to satisfy the attendance requirements, but has to appear for the end semester examination and fulfill the passing requirements to earn a pass in the respective courses.

If the grade U is given to EEC(Employability Enhancement Course) (Except Project Work), which are evaluated only through internal assessment, the student shall register for the course again in the subsequent semester, fulfill the passing requirements to earn pass in the course. However, attendance requirement need not be satisfied

The letter grades for Laboratory courses /Internship/ Project work will be based on fixed grading.

20 PROCEDURE FOR COMPLETING THE PROGRAMME

20.1 A candidate, who, for some reason has discontinued the programme can join the programme of study in any semester only at the time of its normal commencement in the Institution for Part Time students, upon satisfying all the following conditions:

- a. He / she should have completed the course of study of the previous semesters.
- b. He / she should be eligible to register for the examinations and satisfy rule 11.1
- c. He / she should have registered for all the examinations of the previous semesters.

20.2 A candidate will be permitted to proceed from one semester to the next higher semester only if he / she satisfies the regulation for eligibility to appear for the end-semester examination in the semester concerned, subject to the condition that the candidate should register for all the arrear courses in the lower semesters along with the current (higher) semester courses.

20.3 A candidate should have completed the B.E. Degree course within a period of SEVEN consecutive academic years (14 semesters) from the date of admission to the course, even if the candidate discontinues and rejoins subsequently, to be eligible for the award of the degree.

21. ISSUE OF GRADE SHEETS AND GPA, CGPA CALCULATION

Individual Grade sheet for each semester will be issued through the Head of the Department concerned, after the publication of the results with following details.

- The list of courses enrolled during the semester and the grade scored.
- The Grade Point Average (GPA) for the semester and
- The Cumulative Grade Point Average (CGPA) of all courses enrolled from first semester onwards.

GPA is the ratio of the sum of the products of the number of credits of courses registered and the 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.

$$\text{GPA} = \frac{\text{Sum of [C x GP]}}{\text{Sum of C}}$$

where C – credit of a particular subject/Course

GP – grade point obtained by the student in the respective subject/Course.

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

22. ELIGIBILITY FOR THE AWARD OF DEGREE

A candidate shall be declared to be eligible for the award of the B.E. Degree provided the candidate has

- i) Successfully completed the course requirements and has passed all the prescribed examinations in all the 7 semesters within a maximum period of 7 years from the commencement of first semester to which the candidate was admitted.
- ii) No disciplinary action is pending against him/her.

23. CLASSIFICATION OF THE DEGREE AWARDED

23.1 FIRST CLASS WITH DISTINCTION

A candidate who qualifies for the Degree by passing the examinations in all courses of the entire programme, in first attempt, within a period of seven semesters from the date of admission to the programme with CGPA not less than **8.50** for the entire programme shall be declared to have passed the examination for the degree in **FIRST CLASS WITH DISTINCTION**. For this purpose the withdrawal from examination will not be construed as an appearance. Further, the authorized break of study will not be counted for the purpose of classification.

23.2 FIRST CLASS

A candidate who qualifies for the award of the Degree, having passed the examinations in all the courses of the entire programme (first to seven semesters) within a maximum period of EIGHT consecutive semesters from the date of admission to the programme with CGPA not less than **6.50** for the entire programme, shall be declared to have passed the examination for the degree in **FIRST CLASS**. For this purpose, the authorized break of study will not be counted for the purpose of classification.

23.3 SECOND CLASS

All other successful candidates shall be declared to have passed the examinations for the Degree in **SECOND CLASS**.

23.4 A candidate who is absent for semester examination in a course / project work after having registered for the same shall be considered to have attempted that examination for the purpose of classification

24. TEMPORARY BREAK OF STUDY FROM A PROGRAMME

24.1 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 candidate intends to temporarily discontinue the programme in the middle of the semester for valid reasons, and to rejoin the programme in a subsequent year, permission may be granted based on the merits of the case provided he / she applies to the Head of the Institution (through Head of the Department) in advance, but not later than the last date for registering for the end semester examination of the semester in question, through the Principal of the Institution stating the reasons therefore and the probable date of rejoining the programme.

24.2 The candidate permitted to rejoin the programme after the break shall be governed by the Curriculum and Regulations in force at the time of rejoining. If the Regulation is changed, then, those candidates may have to do additional courses as prescribed by the Standing Committee of the Academic Council and approved by the Academic Council.

24.3 The authorized break of study (for a maximum of one year) will not be counted for the duration specified for passing all the courses for the purpose of classification(vide clause 23). However, additional break of study granted will be counted for the purpose of classification.

24.4 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 irrespective of the period of break of study (vide clause 4.1) in order that he/she may be eligible for award of the degree.

24.5 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' or 'Withdrawal' (clause 18 and 24) and is not applicable in this case.

25. DISCIPLINE

Every student is required to observe disciplined and decorous behaviour both inside and outside the college and not to indulge in any activity which will tend to bring down the prestige of the college. In the event of an act of indiscipline being reported, the Principal shall constitute a discipline committee consisting of three Heads of Department, of which one should be from the faculty of the student, to inquire into acts of indiscipline. The disciplinary action is subject to review by the University in case the student represents to the University. Any expulsion of the student from the college shall be with prior concurrence from Director of Technical Education / University.

26. REVISION OF REGULATIONS CURRICULUM AND SYLLABI

The college may from time to time revise, amend or change the regulations, scheme of examinations and syllabus, if found necessary.