

**POSTGRADUATE PROGRAMME  
(MBA)**

# **SEMESTER SYSTEM RULES AND REGULATIONS**

**2022**



**DHANALAKSHMI SRINIVASAN UNIVERSITY  
TIRUCHIRAPPALLI – 621 112, India  
<http://www.dsuniversity.ac.in/>**

DHANALAKSHMI SRINIVASAN UNIVERSITY

**POSTGRADUATE PROGRAMME – 2022**

**MBA**

SEMESTER SYSTEM

**RULES AND REGULATIONS**

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**DHANALAKSHMI SRINIVASAN UNIVERSITY**  
**TIRUCHIRAPPALLI – 621 112**

**SEMESTER SYSTEM RULES AND REGULATIONS**

POSTGRADUATE PROGRAMME (MBA)

**2022**

**01. REGULATIONS**

Rules and Regulations for the Master Degree Programmes (MBA) (Semester system)

The Regulations provided herein shall apply to MBA offered by the Dhanalakshmi Srinivasan University.

The system of instructions and education in the University will be **SEMESTER COURSE CREDIT SYSTEM.**

**02. SHORT TITLE**

These regulations shall be called "MBA Rules and Regulations - **2022**".

**03. DEFINITIONS**

3.1 **Academic Year** means a period consisting of two consecutive semesters including the inter-semester break as announced by the University/ Deans of respective colleges. The first year of study shall be the first and second semesters following a student's admission. The second year of study shall be the third and fourth semesters.

3.2 **Coordinator** means a teacher of the faculty who has been nominated by the Dean concerned to look after academic matters of a particular year of the degree programme. He/she will attend to registration, preparation of time tables, and distribution of courses, regulation of credit load and maintenance of individual student's records of the concerned batch.

3.3 **Academic counselor** means a teacher of the faculty who has been nominated by the Dean for counseling a group of students in academic matters.

3.4 **Curriculum** is a group of courses and other specified requirements for the fulfillment of the degree programme.

3.5 **Curricula and Syllabi** are a list of approved courses for Degree Programme wherein each course is identified with a three-letter code, a course number, outline of syllabus and credit assigned.

3.6 **Course** is a teaching unit of a discipline to be covered within a semester as detailed in the Curricula and Syllabi issued by the University.

- 3.7 **Credit Load** of a student during a semester is the total number of credits of all the courses a student registers during that particular semester.
- 3.8 **A credit** in theory means one hour of class room lecture and a credit in practical means two hours of laboratory hour.
- 3.9 **Grade Point** means the total marks in percentage obtained in a course divided by 10 and rounded to two decimal places.
- 3.10 **Credit Point** means the grade point multiplied by the credit load of the course.
- 3.11 **Overall Grade Point Average (OGPA)** means the total credit points of the courses completed by the student divided by total credits of the courses. The OGPA is to be worked out and then rounded to two decimals.
- 3.12 **Duration of Semester** means the duration of each semester of 90 working days inclusive of the mid-semester Examinations but excluding the study holidays, Practical Examination and final theory examinations.
- 3.13 **Transcript Card** is the consolidated report of academic performance of a student issued by the University on completion of the curriculum.
- 3.14 **Class Grade Chart** means a grade chart prepared by the Controller of Examinations indicating marks obtained by the students belonging to a particular class for each course.
- 3.17 **Statement of Marks** means a report of grades, credit point and OGPA obtained by a student in a particular semester.
- 3.18 **Re-examination / Reappearance** is an examination written for the failed courses by a student without undergoing regular class/ course.

#### 04. **SYSTEM OF EDUCATION**

##### **4.1 Admission Procedure:**

Minimum eligibility: The minimum eligibility for admission to MBA degree programmes shall be based on the following condition.

- 4.1.1 A pass in any degree examination or any other equivalent examination of any authority, recognized by University, with a minimum aggregate of marks, and
- 4.1.2 All students seeking admission to various MBA Programs need to undertake national level competitive examinations – DSUJET conducted by the University or any other Entrance Examination conducted by central/state entrance examination body. Selected students will be admitted into various programs through counselling.

- 4.2 **Maximum Duration Permissible:** The system of education followed for all the Post Graduate programmes is Semester System with duration of Two academic years (4 Semesters). The maximum duration permissible for a student shall be 'n' plus Two academic years (8 semesters), where 'n' denotes the normal duration of the degree programme (4 semesters). The hostel facilities will be provided only for the actual duration of academic programme.
- 4.3 **Credit Requirements:** The minimum credit requirement for each Degree programme is 90
- 4.4 **Maximum Credit Load:** A student can register for a maximum of 34 credits during a semester. An additional 1 or 2 credits shall be permitted at the discretion of The Dean.
- 4.5 **Course Teacher:** The Dean concerned, in consultation with the respective Head of the Department, will nominate the course teacher for each course at the beginning of the semester. The course teacher shall be responsible to the Head of the Department in all matters connected with the conduct of the course. The Head of the Department will monitor the progress of the course(s) of the respective Department.
- 4.6 **Academic Counselor:** The Dean of the college will allot a group of not less than five students to the nominated Academic Counselor. The Academic Counselor will counsel the group of students in curricular and extra-curricular activities for the entire period of degree programme by conducting periodical meetings.
- 4.7 **Class Time Table:** At the beginning of each semester, the Dean of the college will prepare the class time table with the help of Coordinator of the respective year and announce the same.
- 4.8 **Working Days and Time Schedule:** Except Saturday, Sundays and other listed holidays, all other days of a week are working days for the students.

**Normal Working Hours: 9.00 a.m. to 5.00 p.m.**

Depending upon the need, the respective Dean will decide about the timings. Time schedule may vary in each teaching campus to suit the local needs.

- 4.9 **Commencement and Closure of Semesters:** The date of commencement and closure of semesters as well as inter-semester break shall be announced by the Deans of the college after the approval of the Deans' committee. The schedule of the final theory examinations shall be announced by the Controller of Examinations in consultation with Deans of Colleges. The University through the Deans' Committee should approve any deviation after dates are announced.
- 4.10 **Inter-semester Break:** A break of about 15 (fifteen) days shall normally be allowed between any two consecutive semesters. A longer inter-semester break during summer may be allowed every year, subject to a maximum of 30 days during May - June.
- 4.11 **Academic Calendar:** A common academic calendar shall be prepared by the Faculty Dean every year by including the date of registration, date of mid semester examinations, final theory examinations, inter-semester break and summer

holidays for all the Postgraduate programmes. The Deans of all Colleges shall schedule the academic activities within the specified period without deviation.

- 4.12 **Condensation of Semesters:** The Dean concerned has the responsibility to adhere to the common Academic Calendar. However, under extraordinary Situation upon the recommendation of Deans' Committee and with the permission of the University, condensation of semester may be made up to a maximum of 10 days to cope up for examination schedule. The loss of classes in such cases should be compensated by special time table.

## 05. **REGISTRATION OF COURSES**

- 5.1 A course shall be offered only once in an academic year during the semester as listed in the course curricula and syllabi.
- 5.2 All eligible candidates shall register the requisite courses at the beginning of each semester **IN PERSON or ONLINE** under the guidance of the Co-ordinator. **IN ABSENTIA registration will not be permitted under any special / needy circumstance.**
- 5.3 **Registration without fine:** The courses prescribed for a semester can be registered on the date scheduled in the academic calendar. The registration is also permitted on the second day (which is the first working day of the semester) without fine.
- 5.4 **Registration with fine:** Late registration shall be permitted by the Deans concerned up to seven working days inclusive of the date of registration on payment of a late registration fee.
- 5.5 **Procedure to get permission for late registration:** The student concerned shall apply with proper reason to the Dean concerned through the Academic Counselor and Coordinator to get the permission of the Dean for the late registration of the courses. Beyond the prescribed time limit, no student shall be permitted to register the courses for a particular semester.

## 06. **ATTENDANCE REQUIREMENTS**

- 6.1 A minimum of 80 per cent attendance separately in theory and practical of the concerned course is a must, failing which the student shall not be permitted to appear for both final theory and practical examination in the course concerned and grade 'E' (incomplete) will be awarded. The student must re-register the course when offered again, with the permission of the Dean.

For the first year first semester students, for calculating 80 per cent attendance the number of working days will be calculated only from the date of joining of the student.

- 6.2 Students failing to attend the classes/ examinations on unofficial ground will be treated as 'absent'.
- 6.3 Students deputed for sports, cultural meets, etc., with prior permission of the Deans of the colleges shall be given attendance for the period of absence. However, students under this category must have attended a minimum of 50% classes in the total theory and practical classes conducted.
- 6.4 **Calculation of Attendance**

**THEORY CLASS:** Number of classes conducted for a course from the first working day as per the time table to the last theory class of that semester is to be construed as the total number of theory classes conducted by the course teacher. The mid-semester examinations are normally conducted during class hours. The attendance for mid semester examination will be counted as a theory class. Final theory examinations will be conducted after 90 working days.

**PRACTICAL CLASS:** The final practical examination will be conducted in the last practical class as per the time table which will not be considered as attendance for practical class of a particular course.

The student belonging to a batch will attend classes and earn attendance in the particular batch only as per the time table. No student shall be permitted to attend along with another batch to gain attendance either in theory or in practical.

**CONDONATION:** If a student secures attendance between 70% and less than 80% in any course in the current semester, due to medical reasons (hospitalization / accident / specific illness) or due to participation in the College / University / State / National / International level Sports events, with prior permission from the Dean, Sports Board and Head of the Department concerned, the student shall be given exemption from the prescribed attendance requirement and the student shall be permitted to appear for the end semester examination of that course. In all such cases, the students should submit the required documents on joining after the absence to the Head of the Department through the Faculty Advisor.

## 07. EXAMINATIONS

- 7.1 **Mid Semester Examination:** Writing the mid-semester examination is a pre-requisite for writing the final theory and practical examinations. Students failing to write mid-semester examination, will not be permitted to attend the classes further in the course concerned and the student will be awarded 'E' grade. The mid-semester examination mark list should reach the office of the Controller of Examinations within fifteen days from the date of conduct of mid-semester examination.
- 7.2 **Missing Examination:** A student who fails to attend a mid-semester examination due to unavoidable circumstances shall be permitted with prior approval of the Dean to take up missing examination of the particular course, subject to payment of Rs.1000/- for each missing mid-semester examination. Students deputed for official programmes of the University are exempted from paying the fee for missing test. Such missing examinations should be completed outside the regular class hours within 15 working days of the respective examinations. Attendance will not be given for taking up missing examinations. The missing examinations are allowed only for mid-semester examinations and not for final theory and practical examinations.
- 7.3 **Theory Examination:** An examination schedule approved by the Dean and the Controller of Examinations for the mid-semester and final examinations, respectively, shall be final.

### **Duration for mid-semester and final theory examinations**

Mid semester:

Continuous Assessment Test (CAT) – 1<sup>1</sup>/<sub>2</sub> hour

Model Examination – 3 Hrs

Final theory: - 3 Hrs

- 7.4 **Practical Examination and Project Viva-Voce:** The Deans of Colleges will announce the schedule of final practical and Project Viva-Voce. The Controller of Examinations, based on the proposal sent by the Deans concerned, will nominate the external examiner and the course teacher shall be the internal examiner. In case of affiliated colleges, the external examiners will be exclusively nominated by the Controller of Examinations. Submission of *bona fide* practical records certified by the Course Teacher is a pre-requisite for appearing in the practical examinations failing which 'F' grade will be awarded. The duration of practical examination shall be Three hours. The practical marks should be communicated to Controller of Examinations within 10 days of the last working day. If a student fails to write practical examination, 'F' grade will be awarded if he/she has 80% attendance. The student has to appear for the reappearance examination (vide rule 7.6)
- 7.5 **Postponement of Final Examination:** Whenever the Government declares holidays on the dates of final examinations, the examination that falls on the particular date will be postponed to the date after the last examination as per the original examination schedule.
- 7.6 Mess due clearance certificate has to be produced by every student before taking



the final examinations.

- 7.7 The minimum grade point to be secured for a pass in a course is 5.00.
- 7.8 A student has to maintain a minimum OGPA of 5.00 out of 10.00 at the end of final year (IV semester) to become eligible for the award of degree.
- 7.9 Reappearance examination for the undergraduate failed subjects shall be conducted once in six months, during the semester breaks for 100 marks.

## **8. DISCONTINUANCE AND READMISSION**

- 8.1 A student who discontinues the first semester (I year) without getting permission from the Dean concerned will not be re-admitted. However, the student who discontinues the first semester (I year) for genuine reasons with the prior permission of the Dean (within 30 days) will be re-admitted in the first semester of the next year along with the junior batch (I year) of students with the approval of the Academic Council.
- 8.2 Students admitted to any of the courses discontinuing their studies with permission of concerned Dean before completing the course may be re-admitted to the course, if they should have completed at least one semester before such discontinuance.
- 8.3 A student discontinuing studies temporarily on valid and genuine grounds with prior permission of the Dean of the College will be awarded Grade 'E' for all the registered courses. The student has to rejoin with the permission of the Dean at the beginning of same semester along with junior batch of students on payment of semester fee.
- 8.4 When a student discontinues his/her studies in a semester (other than the first semester) on his/her own accord after getting the written permission of the Dean concerned or by the order of the University, he/she shall be re-admitted in the same semester where he/she discontinued, along with the junior batch of students. In case of revision of curricula and syllabi the student has to complete all the course works in the original syllabus in which he/she has joined, by registering equivalent / special semester courses (or) the student has to forgo all the courses registered so far in the original curricula and syllabi and register all the courses from first semester in the new syllabus along with juniors.
- 8.5 A student shall not be allowed to discontinue consecutively, beyond a period of two semesters. If the discontinuance period exceeds two semesters the name of the student will be removed from the roll.

## **9. QUESTION PAPER SETTING AND EVALUATION**

- 9.1 The mid semester question papers will be set and answer papers evaluated by the course teacher concerned.
- 9.2 The semester final theory question paper for all the courses will be set by the

Controller of Examinations after obtaining question papers from external examiners outside the University.

9.3 The practical examination will be conducted and evaluated by the external examiner with the help of internal examiner.

9.4 The Controller of Examinations will arrange for evaluation of semester final theory papers with external examiners.

## 10. EVALUATION OF COURSE WORK

10.1 The results of the course shall be indicated by grade points ranging from 0 to 10. The minimum grade point to be secured for the successful completion of a course will be 5.00. Securing a grade point less than 5.00 in a course will be treated as 'F' and the grade point will be 0 for calculating the GPA/OGPA. In case of course with theory and practical, minimum of 50% mark separately in theory and practical with an aggregate of 50 per cent is essential. An OGPA of 5.0 shall be the minimum requirement for the award of Degree.

### 10.2 Award of Letter of Credit

Letter Grades and Grade Points (GP) are earned by the student for each course based on the aggregate of marks obtained through continuous learning assessments and end-semester final examination.

Letter Grade	Grade Point	Mark Range
O (Outstanding)	10	91 – 100
A+ (Excellent)	9	81 – 90
A (Very good)	8	76 – 80
B+ (Good)	7	71 – 75
B (Above Average)	6	61 – 70
C (Average)	5	50 – 60
F (Fail)	0	<50
AB (Absent)	0	Absent in Examination
SA (Shortage of Attendance)	0	Lack of Attendance

10.3 **Each course shall carry a maximum of 100 marks which may be distributed as follows:**

S. No	Category of Course	Continuous Assessment (Marks)	End Semester Examination (Marks)
1	Theory Courses	50	50
2	Laboratory Courses	50	50
3	Project Work	50	50

Every teacher in-charge for the course maintain attendance and Assessment record for every semester. This should be submitted to the Head of the department periodically

### 10.3.1 **Assessment for Theory Courses**

The continuous Assessment Weightage for every courses is provided for each courses in the respective course syllabus and the follows given below.

Continuous Assessment (50% Weightage)				Final Examination (50% Weightage)
CAT1	CAT2	MODEL	Activity Participation	
10 Marks	10 Marks	20 Marks	10 Marks	50 Marks

A student has to score a minimum of 50 marks aggregate both internal and external for getting pass mark. Continuous Assessments CAT-1 normally in two learning units prescribed by the Course Coordinator, CAT-2 in two learning units and Model Examination(in all the five learning units are generally conducted. Activity participation means participating activities conducted in class like Management quiz, product launch, Assignments, case studies, presentations etc.,

### 10.3.2 **Assessment of Practical**

For practical subjects distribution shall be 50 marks for internal evaluation and 50 marks for the end semester examinations. There shall be continuous evaluation by the internal subject teacher during the semester for 50 internal marks. Out of 50 marks for internal, 30 marks shall be for day-to-day performance (20 marks for day-to-day evaluation and 10 marks for Record) and 20 marks shall be evaluated by conducting an internal test conducted at the end of semester.

### 10.3.3 **Assessment of Summer /Internship**

The student has to undergo a Summer Internship in a business organization for a period of 6 weeks during summer vacation. All the students should submit their internship report to the College of Management and viva voce examination will be conducted by a team consisting Head of the Department and senior Faculty Members. The weight age for the evaluation shall be for 100marks.

### 10.3.4 **Assessment for Project Work**

The projects undertaken as far as possible should be socially relevant and product oriented MBA. Projects can be carried out by individual student. The assessment method for the project work consists of in-semester and end semester evaluations as detailed below:

Continuous Assessment (50% Weightage)			Evaluation (50% Weightage)	
Review 1	Review 2	Review 3	Project Report	Viva-Voce
15 Marks	15 Marks	20 Marks	20 Marks	30 Marks

The Project Report should be prepared according to the guidelines from the Dean, Academic Courses. This project report duly signed by the Supervisor(s) and the Head of the Department and shall be submitted to the Head of the Department within the specified date.

The evaluation of the Project work will be based on the project report submitted and a Viva-Voce Examination by a team consisting of an internal examiner and External Examiner.

The deadline for submission of final Project Report is 30 days from the last working day of the semester in which project / thesis / dissertation is done.

If a student fails to submit the project report on or before the specified deadline, student is deemed to have failed in the Project Work and shall re-enroll for the same in a subsequent semester.

- 10.4 **Return of evaluated answer papers:** The evaluated answer papers of mid- semester shall be shown to the students after the examination. Discrepancies if any, in awarding marks, the student can approach the teacher concerned immediately, for rectification. The answer papers should be retained with the course teacher for six months and then disposed off. Evaluated final theory answer papers may be retained up to six months by the Controller of Examinations after the conduct of examination and then disposed off. The same is applicable to improvement / re-examination also.
- 10.5 In the event of a candidate who has failed to secure minimum required mark to pass in the subject shall be permitted to write the re-appearance either final theory or practical or both examinations.
- 10.6 A student who desires to forego the chance of improvement / re-examination is also permitted to reregister the failed courses as and when the course(s) are offered with the permission of the Dean concerned on payment of re-registration fee as specified by the University.
- 10.7 **Revaluation/Re-totaling:** A student can submit request for revaluation/ re- totaling in the prescribed format to the Controller of Examinations through the Dean concerned not later than ten working days after the issue of class grade charts to the student. Appeals received thereafter will be summarily rejected. The fee for revaluation or re-totaling is Rs.1000/- per subject to be paid in the form of demand draft drawn in favor of the Controller of Examinations. Revaluation is not permissible normally for practical examinations. However, the Dean of college, if satisfied, may constitute a committee consisting of at least three faculty members to moderate the marks of practical examinations. The report of the committee in such cases should be submitted within two days. The decision of the Dean of the college shall be final.
- 10.8 **Late for Examinations:** The students who are late by 30 minutes shall not be allowed to enter the examination hall. Similarly no student will be allowed to leave the examination hall within 30 minutes of the commencement of the examination.

## 11. **MALPRACTICES IN EXAMINATIONS AND MISCONDUCT OF STUDENTS**

- 11.1 The Deans of the Colleges shall be responsible for dealing all cases of unfair means by students in writing records, assignments and examinations.
- 11.2 The invigilator or the course teacher concerned shall report each case of unfair means with full details of the evidence and written explanation of the student concerned to the Dean immediately.
- 11.3 The Dean shall take appropriate action on receipt of the report and the penalty may be as indicated below:
- a) Students found using unfair means during the mid-semester examination may be debarred from the College for the remaining period of semester and deemed to have failed in all the courses during the semester.
  - b) Students found using unfair means during the final theory / practical examination may be deemed to have failed in all the courses in that semester and also debarred from the College for the next semester.

c) For using unfair means of a serious nature (which will be decided by the committee nominated by the Dean concerned) warranting higher penalties than those indicated in clauses (a) and (b) of 12.3 the student may be debarred from the University for a period of two semesters or more or permanently with the approval of the Vice-Chancellor. In such cases, the students concerned shall not be allowed to sit for the remaining examinations in the concerned course or other courses.

d) Details of each case together with all material evidence and recommendations of the Dean shall be communicated forthwith to the Registrar of the University. The Dean shall issue necessary orders and report each case falling under clauses (a), (b) and (c) of 12.3 of above to the Registrar immediately.

11.4. **Ragging Rules:** Students found involved in ragging or in any other misconduct, or if a complaint is received from the affected student(s) to that effect, will be immediately expelled from the current semester and the Dean shall further constitute a committee to probe and conduct enquiry into the matter and based on the report of the committee, the Dean shall pass the final orders on merit of case within three working days.

11.5 **Unlawful Activities:** In case of students found involved in any unlawful activities either within or outside the Hostel/College Campus, besides expulsion both from the Hostel and College, at the discretion of the Dean, the matter will be reported to the Police of the jurisdiction to be dealt with, in accordance with the appropriate law in force.

### **Ragging – An offence**

Extract of Tamil Nadu Government Gazette – Extra ordinary dt.29.01.97 (Bill No.8 of 1997 Tamil Nadu Prohibition of Ragging ACT)

In this Act, unless the context otherwise requires, "Ragging" means display of noisy, disorderly conduct, doing any act which causes or is likely to cause physical or psychological harm or raises apprehension or fear or shame or embarrassment to a student in any educational Institution and includes:

Teasing, abusing or playing practical jokes on or causing hurt to such student or

Asking the student to do any act or perform something which such student will not, in the ordinary course willingly act or perform. Ragging within or outside any educational institution is prohibited.

Whoever directly or indirectly commits, participates in, abets or propagates "Ragging" within or outside any educational institution, shall be punished with imprisonment for a term which may extend to two years and shall also be liable to fine which may extend to ten thousand rupees.

Any student convicted of an offence under section 4 shall also be dismissed from the educational institution and such students shall not be admitted in any other educational institution.

Without prejudice to the foregoing provision, whenever any student complains of ragging to the head of an educational institution, or to any other person responsible for the

management of the educational institution, such head of the educational institution or person responsible for the management of the educational institution shall inquire into the same immediately and if found true shall suspend the student who has committed the offence from the educational institution.

The Deans of concerned college will have full powers to punish any student who violates the rules by imposing a fine, suspension or expulsion. His decision is final and he need not assign any reason or explanation for the punishment awarded.

These rules will be altered or amended, and further rules may be added if necessary. All the rules for the time being in force should be observed by the students.

## 12. **PREPARATION OF STATEMENT OF MARKS**

12.1 **Preparation of Class Grade Charts :** The Controller of Examinations shall prepare the class grade charts for the subjects registered in a semester and a copy shall be sent to the departments concerned for record. Defects, if any, should be reported to the Controller of Examinations within 5 working days after the receipt of class grade charts.

12.2 **Preparation of Statement of Marks:** The semester statement of marks shall be prepared by the Controller of Examinations. The Deans of Colleges should send the mid-semester marks in typed hard and soft copy (or email) within 15 days after the conduct of the examination. The final practical marks should be in hard and soft copy (or mail) within 10 days after the completion of 105 working days. This should also accompany the attendance particulars of regular students to incorporate the attendance in the class grade chart by the Controller of Examinations.

12.3 **Calculation of OGPA:** To arrive at the Overall Grade Point Average (OGPA) at the end of the semester, the Grade Point of each course is multiplied by the credit hours of the course to obtain the credit points. Then the sum of the credit points secured by the student in all the courses taken till the end of semester is divided by the total number of credit hours of the courses, provided that the credit hour and credit points of courses which have been repeated are not counted more than once for this purpose.

While calculating OGPA the credit hours of courses in which the student secured 'E' grade (for lack of 80% attendance) will be deducted since it will be repeated by re-registration. The Credit Points, GPA and OGPA shall be rounded to nearest two decimals.

## 13. **APPROVAL OF FINAL RESULTS, AWARD OF DEGREE AND ISSUE OF PROVISIONAL CERTIFICATES AND TRANSCRIPTS**

13.1 **Award of Degree:** The degrees for the different undergraduate programmes shall be awarded during Annual Convocation conducted in the University under the seal of the University to candidates who have successfully completed the graduation requirements (credits requirement).

13.2 **Eligibility for the Award of the Degree:** The successful completion of all the prescribed courses included in the Curricula and Syllabi and an Overall Grade Point Average (OGPA) of 5.00 shall be minimum requirement for the award of the Degree. For calculating the class equivalents for OGPA in UG programme an OGPA of 7.50 and above will be graded as first class with distinction if he takers every course in first attempt, if he re-appears will be awarded only first class and that of above 6 and below 7.50 will be graded as second class.

- 13.3 **Approval of Final Results for Certificates and Transcripts:** The Vice- Chancellor shall approve the final results. The Registrar shall issue Provisional Certificates, Transcripts, Migration Certificates to the Candidates. The Transcript Card shall contain details of all the courses and the Grade Points and OGPA obtained by the candidates indicating the number of times appeared. This will be prepared for all the students by the Controller of Examinations and countersigned by the Registrar. For preparation of Transcript Card, the Deans of Colleges should send recent passport photograph (size 5.0 x 3.75 cm) of the student along with filled in proforma and the required fee as specified by the Controller of Examinations.
- 13.4 The Transfer Certificate and Conduct Certificate shall be issued by the Deans of respective Colleges.
- 13.5 The Vice Chancellor is empowered to withhold or cancel the degree awarded when a mistake willfully committed by a student is detected at a later date regarding the registration, OGPA and other requirements for successful completion of the respective degree programme.
- 13.6 **Amending or Canceling the Result:** If it is established that the result of a candidate has been vitiated by malpractice, fraud or other improper conduct and that he/she has been a party to malpractice connivance or improper conduct of another student, the Vice Chancellor shall have the powers at any time to amend the results of such a candidate and to make such declaration as the Vice Chancellor may deem necessary on that behalf including return of prize, scholarship money and debarring the candidate from the University for such periods as may be specified and to cancel the results of the candidate in such manner as the Vice Chancellor may decide.

#### 14. **TUITION FEES AND OTHER FEES**

- 14.1 In case of new admissions, the students should pay the first semester fees on the date specified failing which admission will be cancelled.
- 14.2 In other cases, the fees are payable within seven working days including the date of registration. If the seventh day happens to be a holiday, the next working day shall be the last date for payment of fees without fine.
- 14.3 In case of default of full payment within seven working days, a fine of along with semester fees will be collected. The students who fail to pay tuition fees "**within 30 days**" of commencement of the semester will not be allowed to attend classes and their name will be struck off the rolls.
- 14.4 Students who are away on study tour or other extra-curricular activities organized by the University or Colleges concerned with proper permission from the Dean may, however, pay their tuition fees and other fees within **three working days** after they return from such assignments.
- 14.5 A student who has been granted scholarship by the Adi-Dravidar Welfare Department or by the Government of India or State Government through the Director, Adi-Dravidar Welfare, Chennai will however be exempted from the levy of fines, provided the scholarship is actually sanctioned to him/her. In case of default of payment on the day next to the day of the disbursement of the scholarship amount, the student shall be

permitted to pay the fees within seven working days by paying a fine of Rs.15/- failing which the name will be struck off the rolls. The concession mentioned above will apply to those who have actually been granted scholarship and not those who have applied for and are expecting sanctions.

- 14.6 In case of a student who re-registers with junior batch, he/she has to pay the tuition fee applicable to the junior batch semester in which he/she registers besides re-registration fee.
- 14.7 In the case of two overlapping of semesters the student need not pay the semester fee for the registration of courses in the overlapping semester, but overlapping period should be within 40 days from the date of registration of the regular semester.
- 14.8 Collection of Penalty for Special Semester Courses: A penalty equivalent to tuition fee in addition to special semester fee is to be collected from the students who register for special semester.
- 14.9 In case of a student who registers courses along with juniors after completion of four-year study period the student need to pay all the fee including self- supporting fee as applicable to junior batch students.

14.10 **Fee for Newly Admitted Candidates**

- a) Newly admitted candidates will pay the fee to the Deans of the concerned campus. The students shall register the course only after payment of all the fees.
- b) Candidates who discontinue after registering the courses are not eligible for refund of any other fee except caution money deposit.
- c) At the time of payment of fee from the second semester onwards, the student shall produce the identify card and no-due certificate from the hostel.

15. **RULES FOR STUDENTS STUDYING AFTER N+2 YEARS**

- 15.1 The Deans concerned can permit the students who are having arrear subjects beyond n+2 years to write the supplementary examinations. The supplementary examination is applicable only for the Semester students who have joined the degree programme at DSU.
- 15.2 The students having arrear subjects beyond n+2 years shall be permitted to write the supplementary examinations by registering the course in the concerned college where the student had undergone the degree programme. The Controller of Examinations will intimate the examination schedule after the receipt of Registration Card from the Dean concerned. The examination will be conducted 15 days after the receipt of the Registration Card from the Deans of University.
- 15.3 Students who have passed all the courses in a degree programme, but failed to secure the minimum OGPA shall be permitted to write the improvement examinations in subjects in which they secured less than 7.5 /10.0 for semester students and courses with C & D grade for trimester students. The attempt in respect of improvement for a course is only



once. For improvement examination the total number of credits should not be more than 34.

- 15.4 Students who have exhausted the supplementary examination provision, have to re-register the equivalent course along with juniors, under existing rules whenever offered. Based on the request from the students, the Head of the Department shall recommend to the Deans concerned the equivalent course for approval. In case of short fall of credits to meet the minimum credit requirements in the award of degree in the event of registering equivalent courses at the end of the programme, the Deans concerned can nominate a committee of two senior Professors to suggest the course to be studied for satisfying the total credit requirement.
- 15.5 All the students who are re-registering courses beyond the prescribed duration of n+2 years should pay two times of current semester fee, besides fee prescribed for re-registration of courses.
- 15.6 For supplementary and improvement examinations twice the current prescribed fee has to be paid.

#### 16. **REMOVAL OF DIFFICULTIES**

- 16.1 If any difficulty arises in giving effect to the provisions of these regulations, the Vice-Chancellor may issue necessary orders which appear to him to be necessary or expedient for removing the difficulty.
- 16.2 Every order issued by the Vice Chancellor under this provision shall be laid before the Academic Council of the University immediately after the issuance.
- 16.3 Notwithstanding anything contained in the rules and regulations, the Academic Council shall make changes whenever necessary.