KARPAGAM ACADEMY OF HIGHER EDUCATION

(Deemed to be University)
(Established under Section 3 of UGC Act, 1956)
(Accredited with A+ Grade by NAAC in the Second Cycle)
Coimbatore - 641 021, Tamil Nadu, India

FACULTY OF ARTS, SCIENCE, COMMERCE AND MANAGEMENT
POST-GRADUATE PROGRAMMES
(M.Sc., M.Com.)

REGULAR MODE
CHOICE BASED CREDIT SYSTEM (CBCS)

REGULATIONS - 2023

The following regulations are effective from the academic year 2023 -2024 and are applicable to the candidates admitted in Post Graduate (PG) Degree programmes in the Faculty of Arts, Science, Commerce and Management, Karpagam Academy of Higher Education (KAHE).

1 PROGRAMMES OFFERED, MODE OF STUDY AND ADMISSION REQUIREMENTS

1.1 P.G. PROGRAMMES OFFERED
The various P.G. Programmes offered by the KAHE are listed in the table below.

S. No.	Programme Offered
1	M.Sc. Biochemistry
2	M.Sc. Microbiology
3	M.Sc. Biotechnology
4	M.Sc. Physics
5	M.Sc. Chemistry
6	M.Sc. Mathematics
7	M.Sc. Computer Science
8	M.Com.
9	MA English

1.2 MODE OF STUDY

Full-Time
All programmes are offered under Full-Time Regular mode. Candidates admitted under 'Full-Time' should be present in the KAHE during the complete working hours for curricular, co-curricular and extra-curricular activities assigned to them.

1.3 ADMSSION REQUIREMENTS (ELIGIBILITY)
A candidate for admission to the first semester Master's Degree Programme shall be required to have passed an appropriate Degree Examination of this Karpagam Academy of Higher Education or any other University accepted by the KAHE as equivalent thereto. Admission shall be offered only to the candidates who possess the qualification prescribed against each course as given in the table below.

QUALIFICATIONS FOR ADMISSION

S. No.	Name of the Programme Offered	Eligibility
1	M.Sc. Biochemistry	B.Sc. Degree with Biology / Biochemistry / Chemistry / Biotechnology / B.F.Sc. / Polymer Chemistry / Microbiology/ Zoology / Botany / Plant Science / Plant Biotechnology / Animal Science / Animal Biotechnology / B.Pharm / Industrial Chemistry / Applied Microbiology / Medical Microbiology / Human Genetics / Medical Genetics / Molecular Biology / Genetics Technology / Environmental Science / Environment Biotechnology / Genetics Engineering / Bioinformatics / Plant Biology & Biotechnology / Animal Cell & Biotechnology / Agriculture / Medical Lab Technology / Nutrition & Dietetics
2	M.Sc. Microbiology	B.Sc. Microbiology / Applied Microbiology / Industrial Microbiology / Medical Microbiology / Botany / Zoology / Biology / Biotechnology / Molecular Biology / Genetic Engineering / Biochemistry / Agriculture / Forestry / Medical Lab Technology / Life Sciences

3	M.Sc. Biotechnology	B.Sc. Degree with Biology / Biochemistry / B.Sc Biology with Chemistry Ancillary / B.F.Sc. / Microbiology / Zoology / Botany / Plant Science /Plant Biotechnology / Animal Science /Animal Biotechnology / B.Pharm / Applied Microbiology / Medical Microbiology / Human Genetics / Medical Genetics / Molecular Biology / Genetics / Environmental Science / Environment Biotechnology / Genetics Engineering / Bioinformatics / Plant Biology & Biotechnology / Animal Cell & Biotechnology / Agriculture / B.Tech (Biotech)
4	M.Sc. Physics	B.Sc. Physics, B.Sc. Physics (CA) / B.Sc. Applied science
5	M.Sc. Chemistry	B. Sc. Chemistry, Industrial Chemistry, Polymer Chemistry
6	M.Sc. Mathematics	B.Sc. Mathematics / B.Sc. Mathematics with Computer Applications
7	M.Sc. Computer Science	B.Sc. Computer Science / Computer Technology / Information Technology / Electronics / Software Systems / BCA/ B.Sc. Applied Sciences
8	M.Com	B.Com./BCom.(CA)/B.Com(PA)/B.Com(Finance&Insurance)/ B.Com.(e-Commerce)/ B.Com.(IT) /B.B.M. /B.B.M.(CA) /B.B.A./B.B.A (CA) / B.Com (CS), B.A. Co-Operation / Bachelor's Degree in Bank Management/ B.A. Economics / B. Com Financial Analytics/ B. Com International Accounting and Finance
9	MA English	BA (English)/Any UG degree with Part II – English for four semester.

2   DURATION OF THE PROGRAMMES

2.1   The minimum and maximum period for completion of the P.G. Programmes are given below:

Programme	Min. No. of Semesters	Max. No. of Semesters
M.Sc., M.Com., MA	4	8

2.2   Each semester normally consists of 90 working days or 450 Instructional hours for full-time mode of study. Examination shall be conducted at the end of every semester for the respective courses.

3. CHOICE BASED CREDIT SYSTEM

3.1 All programmes are offered under Choice Based Credit System with a total credit ranges from 87 to 93 for the PG programmes.

3.2 Credits
Credits means the weightage given to each course of study by the experts of the Board of Studies concerned.

4. STRUCTURE OF THE PROGRAMME
Every Programme will have a curriculum and syllabus consisting of core courses, elective courses, open elective, Internship and project work.

a. Core course
Core course consists of theory and practical and the examinations shall be conducted at the end of each semester.

b. Elective course
Elective courses are to be chosen with the approval of the Head of Department concerned from the list of elective courses mentioned in the curriculum.

c. Project Work
The candidates shall undertake the project work in the Fourth Semester either in the Department concerned or in Industries, Research Institute or any other Organizations (National / International) and the project report has to be submitted at the end of the fourth semester.

In case the candidate undertakes the project work outside the Department, the teacher concerned within the Department shall be the Main guide and the teacher/scientist under whom the work is carried out will be the Co-guide. The candidate shall bring the attendance certificate from the place where the project work carried out.

d. Value Added Courses

Courses of varying durations but not less than 30 hours which are optional and offered outside the curriculum that add value and help the students in getting placement. Students of all programmes are eligible to enroll for the Value Added Courses. The student shall choose one Value Added Course per semester from the list of Value Added Courses available in KAHE. The examinations shall be conducted at the end of the Value Added Course at the Department level and the student has to secure a minimum of 50% of marks to get a pass. The certificate for the Value Added Course for the passed out students shall be issued duly signed by the HOD and Dean of the Faculty concerned.

e. Internship
The student shall undergo 15 days internship in the end of second semester. Internship report will be evaluated and marks will be awarded in the third semester. Students have to earn 2 credits for the Internship.100 marks is awarded for Internship through Continuous Internal Assessment.

f. Open Elective
He / She may select one of the open elective courses from the list given below offered by other departments in the third semester. Students have to earn 02 credits for this course. (The student cannot select a course offered by the parent department).

S.No.	Name of the Department	Course Code	Name of the Course
1	M.A English	23EGPOE301	English for Competitive Examinations
2	M.Com	23CMPOE301	Personal Finance and Planning
3	MBA	23MBAPOE301	Organizational Behavior
4	MCA	23CAPOE301	Robotics Process Automation
5	M.Sc Computer Science	23CSPOE301	Cyber Forensics
6	M.Sc Mathematics	23MMPOE301	Coding theory
7	M.Sc Physics	23PHPOE301	Material Characterization
		23PHPOE302	Numerical Methods and Programming
8	M.Sc Chemistry	23CHPOE301	Chemistry in Everyday Life
9	M.Sc Microbiology	23MBPOE301	Fermentation Technology
10	M.Sc Biochemistry	23BCPOE301	Nutrition and Dietetics
11	M.Sc Biotechnology	23BTPOE301	Sericulture

Online Course

Student shall study at least one online course from SWAYAM / NPTEL / MOOC in any one of the first three semesters for which examination shall be conducted at the end of the course by the respective external agencies if any. The student can register to the courses which are approved by the Department. The student shall produce a Pass Certificate from the respective agencies before the end of the third semester. The credit(s) earned by the students will be considered as additional credit(s) over and above the credits minimum required to earn a particular Degree.

5. MEDIUM OF INSTRUCTION

The medium of instruction for all courses, examinations, seminar presentations and project/thesis/dissertation reports should be in English.

6. MAXIMUM MARKS

The maximum marks assigned to different courses shall be as follows:

(i) Each of the theory and practical courses shall carry maximum of 100 marks. Out of which 40 marks are for Continuous Internal Assessment (CIA) and 60 marks for End Semester Examinations (ESE).

(ii) Maximum Marks for Project work

S. No	Programme	Maximum Marks	CIA	ESE
1	M.Sc., M.Com., MA	200	80	120

7. a. FACULTY MENTOR

To help students in planning their courses of study and for general advice on the academic programme, the HoD shall allot a certain number of students to a faculty who will function as mentor throughout their period of study. Faculty mentors shall advise the students and monitor their behavior and academic performance. Problems if any shall be counseled by them periodically. The Faculty mentor is also responsible to inform the parents of their wards progress. Faculty mentor shall display the cumulative attendance particulars of his / her ward students' periodically (once in 2 weeks) on the Notice Board to enable the students to know their attendance status and satisfy the **clause 7** of this regulation.

b. ONLINE COURSE COORDINATOR

To help students in planning their online courses and for general advice on online courses, the HOD shall nominate a coordinator for the online

courses. The Online course coordinator shall identify the courses which the students can select for their programme from the available online courses offered by different agencies periodically and inform the same to the students. Further, the coordinators shall advice the students regarding the online courses and monitor their course.

8. CLASS COMMITTEE

Every class shall have a Class Committee consisting of teachers of the class concerned, student representatives (Minimum two boys and 2 girls of various capabilities and Maximum of 6 students) and the concerned HoD / senior faculty as a Chairperson. The objective of the class committee Meeting is all about the teaching – learning process. Class Committee shall be convened at least once in a month. The functions of the Class Committee shall include

1. The class committee shall be constituted during the first week of each semester.

2. The Class Committee of a particular class of any department is normally constituted by the HoD/Chairperson of the Class Committee. However, if the students of different departments are mixed in a class, the Class Committee shall be constituted by the respective Dean of the Faculty.

3. The HoD/Chairperson of the Class committee is authorized to convene the meeting of the class committee.

4. The respective Dean of the Faculty has the right to participate in any Class committee meeting.

5. The Chairperson is required to prepare the minutes of every meeting, and submit the same to the Dean concerned within two days after having convened the meeting. Serious issues if any shall be brought to the notice of the Registrar by the HoD/Chairperson immediately.

6. Analyzing and solving problems experienced by students in the class room and in the laboratories.

7. Analyzing the performance of the students of the class after each test and finding the ways and means to improve the performance.

9. COURSE COMMITTEE FOR COMMON COURSES

Each common theory course offered to more than one discipline or group shall have a "Course Committee" comprising all the teachers handling the common course with one of them nominated as course coordinator. The nomination of the course coordinator shall be made by the Dean depending upon whether all the teachers handling the common course belong to a single department or to various other departments. The 'Course Committee' shall meet in order to arrive at a common scheme of

evaluation for the tests to ensure a uniform evaluation of the tests. If feasible, the course committee shall prepare a common question paper for the Internal Assessment test(s).

10. REQUIREMENTS TO APPEAR FOR THE END SEMESTER EXAMINATION

a. Ideally every student is expected to attend all classes and secure 100% attendance. However, in order to allow for certain unavoidable circumstances, the student is expected to attend at least 75% of the classes and the conduct of the candidate should be satisfactory during the course.

b. A candidate who has secured attendance between 65% and 74% (both included), due to medical reasons (Hospitalization / Accident / Specific Illness) or due to participation in University / District / State / National / International level sports or due to participation in Seminar / Conference / Workshop / Training Programme / Voluntary Service / Startup Activity / Extension activities or similar programmes with prior permission from the Registrar shall be given exemption from prescribed minimum attendance requirements and shall be permitted to appear for the examination on the recommendation of the Head of Department concerned and Dean to condone the shortage of attendance. The Head of Department has to verify and certify the genuineness of the case before recommending to the Dean concerned. However, the candidate has to pay the prescribed condonation fee to KAHE.

c. However, a candidate who has secured attendance less than 65% in the current semester due to any reason shall not be permitted to appear for the current semester examinations. But he/she will be permitted to appear for his/her supplementary examinations, if any and he/she has to re-do the same semester with the approval of the Dean, Students Affairs and Registrar.

11. PROCEDURE FOR AWARDING MARKS FOR INTERNAL ASSESSMENT

11.1 Every Faculty is required to maintain an **Attendance and Assessment Record (Log book)** which consists of attendance of students marked for each lecture/practical/ project work class, the test marks and the record of class work (topic covered), separately for each course. This should be submitted to the HoD once in a week for checking the syllabus coverage, records of test marks and attendance. The HoD shall sign with date after due verification. The same shall be submitted to respective Dean once in a fortnight. After the completion of the semester the HoD should keep this

record in safe custody for five years as records of attendance and assessment shall be submitted for inspection as and when required by the KAHE/any other approved body.

11.2 **Continuous Internal Assessment (CIA)**: The performance of students in each course will be continuously assessed by the respective faculty. The Retest will be conducted and considered based on the requirements and recommendations by the Head of the Department. The guidelines for the Continuous Internal Assessment (CIA) are given below:

Theory Courses

S. No.	Category	Maximum Marks
1	Attendance	5
2	Test – I (first 2 ½ units)	10
3	Test – II (last 2 ½ units)	10
4	Journal Paper Analysis & Presentation*	15
Continuous Internal Assessment : Total		40

*Evaluated by two faculty members of the department concerned. Distribution up of marks for one Journal paper analysis: Subject matter 5 marks, Communication/PPT Presentation 4 marks, Visual aid 2 marks and Question and Discussion 4 marks

Practical Courses

S. No.	Category	Maximum Marks
1	Attendance	5
2	Observation work	5
3	Record work	5
4	Model practical examination	15
5	*Viva – voce* [Comprehensive]*	10
Continuous Internal Assessment: Total		**40**

* *Viva - voce* conducted during model practical examination.

Every practical Exercise / Experiment shall be evaluated based on the conduct of Exercise/ Experiment and records maintained.

11.3 **Pattern of Test Question Paper**

Instruction	Remarks
Maximum Marks	50 marks
Duration	2 Hours
Part – A	Objective type (20x1=20)
Part - B	Short Answer Type (3 x 2 = 6)
Part - C	3 Eight marks questions 'either – or' choice (3 x 8 = 24 Marks)

11.4 Attendance

 Marks Distribution for Attendance

S. No.	Attendance (%)	Maximum Marks
1	91 and above	5.0
2	81 - 90	4.0
3	76 - 80	3.0
4	Less than or equal to 75	0

12. ESE EXAMINATIONS

12.1 End Semester Examination (ESE): ESE will be held at the end of each semester for each course. The question paper is for a maximum of 60 marks.

Pattern of ESE Question Paper

Instruction	Remarks
Maximum Marks	60 marks for ESE
Duration	3 hours (½ Hr for Part – A Online & 2 ½ Hours for Part – B and C)
Part – A	20 Questions of 1 mark each (20 x 1 = 20 Marks) Question No. 1 to 20 Online Multiple Choice Questions
Part- B	5 Questions of six marks each (5 x 6 = 30 Marks.) Question No. 21 to 25 will be 'either-or' type, covering all five units of the syllabus; i.e.,

Instruction	Remarks
	Question No. 21: Unit - I, either 21 (a) or 21 (b), Question No. 22: Unit - II, either 22 (a) or 22 (b), Question No. 23: Unit - III, either 23 (a) or 23 (b), Question No. 24: Unit - IV, either 24 (a) or 24 (b), Question No. 25: Unit - V, either 25 (a) or 25 (b)
Part - C	Question No.26. One Ten marks Question (1 x 10 = 10 Marks)

12.2 **Practical:** There shall be combined valuation. The pattern of distribution of marks shall be as given below.

Experiments	: 40 Marks
Record	: 10 Marks
Viva-voce	: 10 Marks
Total	**: 60 Marks**

Record Notebooks for Practical Examination

Candidate taking the Practical Examination should submit Bonafide Record Notebook prescribed for the practical examination, failing which the candidate will not be permitted to take the practical examination.

In case of failures in Practical Examination, the marks awarded for the Record at the time of first appearance of the Practical Examination shall remain the same at the subsequent appearance also by the candidate.

12.3. **Evaluation of Project Work**

12.3.1 The project shall carry a maximum marks as per clause 6 (ii). ESE will be a combined evaluation of Internal and External Examiners.

12.3.2 The project report prepared according to the approved guidelines and duly signed by the supervisor(s) shall be submitted to HoD.
Guidelines to prepare the project report
a. Cover page
b. Bonafide certificate
c. Declaration
d. Acknowledgement
e. Table of contents
f. Chapters
Introduction
Aim and Objectives
Materials and Methods (Methodology)
Results (Analysis of Data) and Discussion (Interpretation)
Summary
References

12.3.3 The evaluation of the project will be based on the project report submitted and *Viva-Voce* Examination by a team consisting of the supervisor, who will be the Internal Examiner and an External Examiner who shall be appointed by the COE. In case the supervisor is not available, the HoD shall act as an Internal Examiner.

12.3.4 If a candidate fails to submit the project report on or before the specified date given by Examination Section, the candidate is deemed to be failed in the project work and shall re-enroll for the same in a subsequent semester.

If a candidate fails in the *viva-voce* examinations he/she has to resubmit the project report within 30 days from the date of declaration of the results. For this purpose the same Internal and External examiner shall evaluate the resubmitted report.

12.3.5 Copy of the approved project report after the successful completion of *viva voce* examinations shall be kept in the KAHE library.

13. PASSING REQUIREMENTS

13.1 Passing minimum: There is a passing minimum 20 marks out of 40 marks for CIA and the passing minimum is 30 marks out of 60 marks in ESE. The overall passing in each course is 50 out of 100 marks (Sum of the marks in CIA and ESE examination).

13.2 If a candidate fails to secure a pass in a particular course (either CIA or ESE or Both) as per clause 13.1, it is mandatory that the candidate has to register and reappear for the examination in that course during the subsequent semester when examination is conducted for the same till he/she secures a pass both in CIA and ESE (vide Clause 2.1).

13.3 Candidate failed in CIA will be permitted to improve CIA marks in the subsequent semesters by writing tests and by re-submitting assignments.

13.4 CIA marks (if it is pass) obtained by the candidate in the first appearance shall be retained by the Office of the Controller of Examinations and considered valid for all subsequent attempts till the candidate secures a pass in ESE.

13.5 A candidate who is absent in ESE in a Course / Practical / Project work after having enrolled for the same shall be considered to have Absent (AAA) in that examination.

14. IMPROVEMENT OF MARKS IN THE COURSE ALREADY PASSED

Candidates desirous to improve the marks secured in a passed course in their first attempt shall reappear once (**only in ESE**) in the subsequent semester. **The improved marks shall be considered for classification but not for ranking.** If there is no improvement there shall be no change in the marks awarded earlier.

15. AWARD OF LETTER GRADES

All assessments of a course will be done on absolute marks basis. However, for the purpose of reporting the performance of a candidate, letter grades, each carrying certain number of points, will be awarded as per the range of total marks (out of 100) obtained by the candidate in each course as detailed below:

Letter grade	Marks Range	Grade Point	Description
O	91 - 100	10	OUTSTANDING
A+	81- 90	9	EXCELLENT
A	71-80	8	VERY GOOD
B+	66- 70	7	GOOD
B	61 – 65	6	ABOVE AVERAGE
C	55 - 60	5	AVERAGE
D	50 - 54	4	PASS
RA	<50	-	REAPPEARANCE
AAA	-	-	ABSENT

16. GRADE SHEET

After the declaration of the results, Grade Sheets will be issued to each student which will contain the following details:

    i.   The list of courses enrolled during the semester and the corresponding grade scored.

    ii.   The Grade Point Average (**GPA**) for the semester and

    iii.   The Cumulative Grade Point Average (**CGPA**) of all courses enrolled from first semester onwards.

GPA of a Semester and CGPA of a programme will be calculated as follows.

$$\textbf{GPA} \text{ of a Semester} = \frac{\text{Sum of the product of the GP by the corresponding credits of the courses offered in that Semester}}{\text{Sum of the credits of the courses of that Semester}}$$

i.e. **GPA** of a Semester = $\dfrac{\sum\limits_{i} CiGPi}{\sum\limits_{i} Ci}$

Sum of the product of the GPs by the corresponding credits of the courses offered for the entire programme

CGPA of the entire programme = ---

Sum of the credits of the courses of the entire programme

i.e. **CGPA** of the entire programme = $\dfrac{\sum\limits_{n}\sum\limits_{i} CniGPni}{\sum\limits_{n}\sum\limits_{i} Cni}$

where,

Ci is the credit fixed for the course 'i' in any semester

GPi is the grade point obtained for the course 'i' in any semester

'n' refers to the Semester in which such courses are credited

Note: RA grade will be excluded for calculating **GPA** and **CGPA**.

17. REVALUATION

Candidate can apply for revaluation or retotalling of his / her semester examination answer script (**theory courses only**), within 2 weeks from the date of declaration of results, on payment of a prescribed fee. For the same, the prescribed application has to be sent to the Controller of Examinations through the HoD. **A candidate can apply for revaluation of answer scripts not exceeding 5 courses at a time.** The Controller of Examinations will arrange for the revaluation and results will be intimated to the candidate through the HODs concerned**.** Revaluation is not permitted for supplementary theory courses.

18. TRANSPARENCY AND GRIEVANCE COMMITTEE

Revaluation and Re-totaling is allowed on representation (clause 17). Student may get the Xerox copy of the answer script on payment of prescribed fee, if he / she wish. The student may represent the grievance, if any, to the Grievance Committee, which consists of Dean of the Faculty, (if Dean is HoD, the Dean of another Faculty nominated by the KAHE), the HoD of Department concerned, the faculty of the course and Dean from other

discipline nominated by the KAHE and the CoE. If the Committee feels that the grievance is genuine, the script may be sent for external valuation; the marks awarded by the External examiner will be final. The student has to pay the prescribed fee for the same.

19. ELIGIBILITY FOR THE AWARD OF THE DEGREE
A student shall be declared to be eligible for the conferment of the Degree if he / she has

- Successfully completed all the components in clause 3 and gained the required number of total credits as specified in the curriculum corresponding to his / her Programme within the stipulated period.
- Not any disciplinary action pending against him / her.
- The award of the degree must be approved by the Board of Management.

20. CLASSIFICATION OF THE DEGREE AWARDED

20.1 Candidate who qualifies for the award of the Degree (vide clause 13) having passed the examination in all the courses in his / her first appearance, within the specified minimum number of semesters and securing a **CGPA not less than 8.0** shall be declared to have passed the examination in **First Class with Distinction.**

20.2 Candidate who qualifies for the award of the Degree (vide clause 13) having passed the examination in all the courses within the specified maximum number of semesters (vide clause 2.1), securing a **CGPA not less than 6.5** shall be declared to have passed the examination in **First Class**.

20.3 All other candidates (not covered in clauses 20.1 and 20.2) who qualify for the award of the degree (vide Clause 19) shall be declared to have passed the examination in **Second Class**.

21. PROVISION FOR WITHDRAWAL FROM END-SEMESTER EXAMINATION

21.1 A candidate due to valid reason on prior application may 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.

21.2 Such withdrawal shall be permitted only once during the entire period of study of the degree programme.

21.3 Withdrawal of application is valid only if it is made within 10 days prior to the commencement of the examination in that course or courses and

recommended by the HoD / Dean concerned and approved by the Registrar.

21.3.1 Notwithstanding the requirement of mandatory TEN days notice, applications for withdrawal for special cases under extraordinary conditions will be considered on the merit of the case.

21.4 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 IV semester.

21.5 Withdrawal from the End semester examination is **NOT** applicable to arrears courses of previous semesters.

21.6 The candidate shall reappear for the withdrawn courses during the examination conducted in the subsequent semester.

22. PROVISION FOR AUTHORISED BREAK OF STUDY

22.1 **Break of Study shall be granted only once for valid reasons for a maximum of one year during the entire period of study of the degree programme.** However, in extraordinary situation the candidate may apply for additional break of study not exceeding another one year by paying prescribed fee for break of study. If a candidate intends to temporarily discontinue the programme in the middle of the semester for valid reasons, and to rejoin the programme in a subsequent year, permission may be granted based on the merits of the case provided he / she applies to the Registrar, but not later than the last date for registering for the end semester examination of the semester in question, through the HoD stating the reasons therefore and the probable date of rejoining the programme.

22.2 The candidate thus permitted to rejoin the Programme after the break shall be governed by the Curriculum and Regulations in force at the time of rejoining. Such candidates may have to do additional courses as per the Regulations in force at that period of time.

22.3 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 20). However, additional break of study granted will be counted for the purpose of classification.

22.4 The total period for completion of the Programme reckoned from, the commencement of the first semester to which the candidate was admitted shall not exceed the maximum period specified in clause 2.1 irrespective of the period of break of study (vide clause 22.3) in order that he/she may be eligible for the award of the degree.

22.5 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 21 and 22) is not applicable for this case.

23. RANKING

A candidate who qualifies for the PG Degree programme passing all the Examinations in the first attempt, within the minimum period prescribed for the programme of study from Semester I through Semester IV to the programme shall be eligible for ranking. Such ranking will be confined to 10% of the total number of candidates qualified in that particular programme of Study subject to a maximum of 10 ranks.
The improved marks will not be taken into consideration for ranking.

24. SUPPLEMENTARY EXAMINATION

Supplementary Examination will be conducted only for the final semester students within ten days from the date of publication of results for students who have failed in one theory course only. Such students shall apply with prescribed fee to the Controller of Examinations within the stipulated time.

25. DISCIPLINE

25.1. If a student indulges in malpractice in any of the Internal / External Examinations he / she shall be liable for punitive action as prescribed by the KAHE from time to time.

25.2. Every student is required to observe discipline and decorous behavior both inside and outside the campus and not to indulge in any activity which will tend to bring down the prestige of the KAHE. The erring students will be referred to the disciplinary committee constituted by the KAHE, to enquire into acts of indiscipline and recommend the disciplinary action to be taken.

26. REVISION OF REGULATION AND CURRICULUM

Karpagam Academy of Higher Education may from time to time revise, amend or change the Regulations, Scheme of Examinations and syllabi if found necessary.

Karpagam Innovation and Incubation Council (KIIC)

(A Section 8 Company)

Based on the 2019 National Innovation and Startup Policy and the 2019–2023 Tamil Nadu Startup Policy, KIIC has recommended to the KAHE students who are affiliated with the KIIC that it be incorporated in the university Program Regulations 2023-24 and implement from this academic year.

Norms to Student Start-Ups

a) Any (UG/PG /(Ph.D.) Research scholars, student, right from the first year of their program is allowed to set a startup (or) work part time/ full time in a startup or work as intern in a startup

b) Any (UG/PG / (Ph.D.) Research scholars) student right from the first year of their program is allowed to earn credit for working on Innovative prototypes/business Models/ Pre incubation (case to case basis).

c) Start Up activities will be evaluated based on the guidelines being given by the expert committee of the KIIC

d) Student Entrepreneurs may use the address of incubation center (KIIC) to register their venture while studying in KAHE.

e) Students engaged in startups affiliated with the KIIC or those who work for them may be exempted from KAHE's attendance requirements for academic courses under current regulations, up to a maximum of 30% attendance per semester, including claims for ODs and medical emergencies Potential Students who have been incubated at KIIC may be permitted to take their University semester exams even if their attendance is below the minimum acceptable percentage, with the proper authorization from the head of the institution.
(On case-to-case basis depends upon the applicability strength, societal benefits and quality of the Innovation and Subsequent engagement of the students with the/ her business)

f) Any Students Innovators/entrepreneurs are allowed to opt their startup in place mini project /major project, /seminar and summer training etc. (In plant training, Internship, value added Course.). The area in which the student wishes to launch a Startup may be interdisciplinary or multidisciplinary.

g) Student's startups are to be evaluated by Expert committee, formed by KIIC and KAHE

Guide lines to award Credits/ Marks to a Student startup

Student's startup stages are divided into five phases and these startup phases can be considered equally in place of the course title as mentioned below with the same credits allotted to the course title in a University curriculum.

Sl. No.	Description/Startup phases	In place of the Subject / Course title	Grades/Credits /Marks
1	Idea stage/Problem Identification	Seminar	Same Marks/Credits can be awarded that are listed in the course title's curriculum for the respective startup phases.
2	Proof of Concept (POC) /Solution development	In-plant training /Internship	
3	Product Development (Lab scale) /Prototype Model/ Company Registered	Mini Project/ Value added Course	
4	Validation/Testing	Main Project phase I	
5	Business Model/Ready for Commercialization/Implementation	Main Project phase II,	