



**PERIYAR MANIAMMAI INSTITUTE OF
SCIENCE & TECHNOLOGY**

Periyar Nagar, Vallam, Thanjavur - 613403
Tamil Nadu, INDIA

Understanding the Regulations – Attendance Requirement, Supplementary Examination, Reappearance and Redo, Break of Study and Withdrawal

Attendance requirement for End Semester Examinations:

1. A student shall normally be permitted to appear for the End Semester Examinations, if he / she has gained 75% attendance in a course.
2. If a student has attendance between 65% and 75% in any course during the current semester and provides valid reasons (participation in College / University / National / International level competitions / NSS / NCC / NSO / YRC / RRC / internships with prior approval) supported by all necessary documents, he or she may be permitted to appear for the current End Semester Examinations.
3. If a student has attendance between 65% and 75% in any course during the current semester and provides valid reasons (hospitalization / accident / specific illness / unforeseen incidents) supported by all necessary documents, he or she may be permitted to appear for the current End Semester Examinations by paying Rs. 1,000/- per course as condonation fee.
4. If a student has attendance between 70% and 75% in any course during the current semester without a valid reason for the absence, he or she must pay a condonation fee of Rs.1000/- per course to be eligible to appear for the End Semester Examinations.

5. If a student has attendance of less than 70% in any course without a valid reason for the absence, he or she must redo the course when it is offered next, and the examination appearance will be considered as a second attempt.
6. To redo a course, the student must pay a prescribed fee of Rs.1500/- per credit.
7. If a student secures 75% attendance in one course but has attendance below 65% in the remaining courses, the student shall be permitted to write the End Semester Examination for the course in which he / she secured 75% or more attendance. However, they must redo all the remaining courses in the subsequent semesters when those courses are next offered.
8. If a student needs to redo a course that is a prerequisite for another course in the subsequent semester, he / she shall be permitted to register for the subsequent course only after clearing the prerequisite. However, in this case, he / she may register for other courses in the subsequent semester that do not have prerequisites.
9. If a student needs to redo all the courses in a semester due to lack of attendance, he / she will not be permitted to progress to the next semester as per regulations. However, if the lack of attendance is due to valid reasons, the break of study granted to the student shall be treated as an authorized break of study. In this case, appearing for the examinations for those courses in the subsequent semester after the approved break of study shall be treated as the first attempt.
10. Furthermore, if the break of study is granted due to a lack of attendance in all courses of a semester without a valid reason (i.e., a forced break of study), appearing for the examinations for those courses in the subsequent semester after the break of study period shall be treated as the second attempt.

Supplementary Examination Category:

1. If a student is eligible to write the end-semester examination but is unable to appear for it due to a valid reason, he or she may be permitted to appear for the supplementary examination, and the appearance will be considered as a first attempt.
2. If a student is eligible to write the end-semester examination but fails to appear without a valid reason for the absence, he or she will not be permitted to appear for the supplementary examination.
3. If a student has attended the end-semester examinations but has not cleared the course(s), he or she is permitted to appear for the supplementary examination (only once for each failed course, i.e., with an "RA" grade), and the appearance will be considered as the second attempt.
4. If a student is involved in any malpractice during the end-semester examination, he or she will not be permitted to appear for the supplementary examination.

Reappearance (Arrear) & Redo Category:

1. Every reappearance (n^{th}) in the end-semester examination shall be considered as an additional $(n+1)^{\text{th}}$ attempt.
2. If a student is redoing a course, the appearance in the end-semester examination for that course will be considered as second attempt.
3. If a student is indulged in any malpractice during the end semester examinations in the first / second attempt, and reappears for the end semester examinations in the subsequent semester, the appearance will be considered as second / third attempt.

Withdrawal Category:

If a student registers for the end-semester examinations and withdraws from appearing in them (as per permissible regulations) with prior approval, the subsequent appearance (supplementary / reappearance) will be considered as the first attempt.

Letter Grades:

The following letter grades will be used in the Result Sheet and Grade Sheet:

Sl. No.	Category	Letter Grade
1.	Failed in the examination and not cleared the course	RA
2.	Absent for the End semester examination	UA
3.	Not permitted to appear for the end-semester examination due to shortage of attendance	SA
4.	Withdrawal from the registered course(s) with prior approval	W

Continuous Assessment:

1. Students who are unable to attend assessment test(s) due to valid reason, may be permitted for one retest, only once.
2. Value Added courses with one credit will be assessed through continuous assessment only.
3. Value Added course with two credits will be assessed through continuous assessment (or) through continuous assessment and End Semester Examination, as decided in the course / class committee.
4. The minutes of the class committee meeting need to be displayed on the notice board or made available on the institution's Website and also made available for students through individual login.
5. The action taken report of the previous class committee meeting shall be presented in the subsequent meeting.