



PERIYAR MANIAMMAI INSTITUTE OF SCIENCE & TECHNOLOGY

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Understanding the Regulations – R3.2 Change of Programme of Study

The institution provides an opportunity for the undergraduate students to change their programme of study after completing the first year. This process is governed by Clause R3.2 - Change of Programme of Study as outlined in the Academic Regulations 2024.

R3.2 Change of Programme of Study

- R3.2.1** Students can transfer from one B.Tech. programme to another programme of study only after successfully completing the first year, which includes the first two semesters.
- R3.2.2** Eligibility for transfer to a specific programme is limited to students who meet the admission criteria for the programme of study and depends on the availability of vacant seats.
- R3.2.3** Students intending to change their programme must apply to the Dean (Academic Courses) at the beginning of second semester of the first year of study before the specified closing date.
- R3.2.4** Students intending to change their programme of study may indicate up to three preferences of programmes in the order of priority for their desired change, as the decision will be based strictly on merit and the availability of vacancies.
- R3.2.5** Programme changes will be granted based solely on the merit of eligible applicants. The CGPA of students at the end of the second semester will determine the rank order for applicants requesting a programme change. The percentage of marks obtained in HSC / Diploma, and PMIST Entrance Examination will also be considered in case of a tie.

R3.2.6 Approved programme changes for intended students, as per the **Clause R3.2** will take effect from the third semester. No further programme changes will be allowed thereafter.

R3.2.7 All programme changes allowed at this stage are final and binding on the applicants. Students cannot refuse the offered programme change under any circumstances.

Students who wish to apply for a programme change must carefully review the guidelines and adhere to the specified deadlines. This document outlines the eligibility requirements, application process, selection criteria, and final approval process for the change of programme of study. The above regulations are strictly to be followed to ensure fairness and transparency. The programme change is subject to merit, eligibility criteria, and the availability of vacant seats in the desired programme.

A. Eligibility

1. Students can transfer from one undergraduate programme to another only after successfully completing the first year, which includes the first two semesters.
2. Eligibility for transfer to a specific programme is limited to students who meet the admission criteria for the desired programme and depends on the availability of vacant seats.
3. Normally, a change of programme is permitted within the specified streams as listed below:
 - Engineering and Technology
 - Computing Science and Applications
 - Science
 - Arts
 - Commerce and Management

4. If a student wishes to change their programme outside the current stream, it is permitted with certain academic requirements; that is, additional courses must be studied as recommended by the Course Equivalence and Credit Transfer Committee.
5. In cases where there are no common courses in the first-year curriculum between the current and the opted programme, the student will be required to begin their studies from the first year of the opted programme.
6. Students opting for the B.Arch. programme must begin their studies from the first year of the B.Arch. curriculum, in accordance with the eligibility criteria and regulations prescribed by the Council of Architecture.
7. Students who are required to undergo bridge courses as part of the programme change process must pay an additional fee of Rs. 1,500/- per credit.

B. Application Process

1. The notification for the change of programme of study will be issued by the Dean (Academic Courses) at the beginning of the second semester of the first year.
2. Students intending to change their programme must submit an application to the Dean (Academic Courses) on or before the specified closing date.
3. Students applying for a programme change are required to pay a non-refundable application fee of Rs.1000/-.
4. Students may indicate up to three programme preferences in order of priority, as the decision will be based strictly on merit and the availability of vacancies.

C. Selection Criteria

1. Programme changes will be granted merely based on the merit of eligible applicants. The CGPA of students at the end of the second semester will be used to determine the rank order of applicants requesting a programme change.

2. In the case of a tie, the percentage of marks obtained in the HSC / Diploma and the PMIST Entrance Examination will be considered.

D. Approval Mechanism

1. The approved programme changes will be communicated to the students by the Dean (Academic Courses) at the end of the second semester.
2. Approved programme changes for the selected students will take effect from the third semester.
3. Students who are approved for a programme change must pay a one-time, non-refundable fee of Rs. 10,000/- for Engineering and Technology Programmes and Rs.5000/- for the Programmes in Humanities, Sciences, Commerce, and Management Streams towards the programme change, in addition to the regular tuition fee.
4. If a student, after receiving approval for a programme change, wishes to continue in the current programme, he/she must undergo the programme change process again, including submitting a fresh application and paying the prescribed fee. This is permitted only if there are vacant seats in the current programme.
5. No further programme changes will be permitted thereafter.
6. All programme changes approved at this stage are final and binding on the applicants. Students are not allowed to decline the offered programme change under any circumstances.

E. Implementation Process After Approval of Programme Change

Once the programme change is approved by the Dean (Academic Courses), the implementation process is assigned to the respective departments and administrative sections to ensure a smooth transition for the student.

1. The Head of the Department of the newly offered programme shall be responsible for facilitating the student's integration into the department and for mapping previously completed courses to the new curriculum.
2. The Registrar shall update the student's records, including registration details and programme codes, and issue an official notification confirming the change, including any modification to the registration number.
3. The Controller of Examinations shall ensure that the student's academic transcripts and performance records reflect the programme change and shall adjust course registration details for upcoming examinations accordingly.
4. The Finance Section shall process the student's payment of the programme change fee of Rs. 10,000/- for Engineering and Technology Programmes and Rs.5000/- for the Programmes in Humanities, Sciences, Commerce, and Management Streams and update the tuition fee structure, if necessary.
5. Additionally, if required, the Course Equivalence and Credit Transfer Committee shall provide guidance on curriculum differences, credit transfers, and any necessary bridging courses.

This ensures that the student's programme change is implemented efficiently, while maintaining both academic and administrative integrity.