

## **GUIDELINES FOR CHANGE OF LANGUAGE UNDER PART- I / TRANSFER / READMISSION / REPEAT THE SEMESTER**

### **1.0 CHANGE OF LANGUAGE UNDER PART- I :**

- 1.1 Permission shall be granted to study the other languages like Hindi, French, Sanskrit, Malayalam and Arabic etc under Part - I Languages privately through the College intimating the venue of the contact classes. The College should adhere to the regulations of those of the regular students regarding the internal tests, assignments etc.
- 1.2 If the college has regular other language departments or regular faculty members to handle the language courses, then the college can offer such languages as option after the due permission from the University. The college shall remit a processing fee of Rs.500 /- per student in the form of D.D drawn in favour of the Registrar, M.S University, payable at Tirunelveli.
- 1.3 If the college is not having regular language departments (other than Tamil) or not having regular qualified and approved faculty members, it should forward the following documents to the University for obtaining permission:
  - a) Names of the Teachers and their eligible academic qualifications (minimum PG level) along with the supportive documents
  - b) Undertaking by the Teachers to handle the classes for the candidates as per the syllabus and regulations as prescribed by the University.
  - c) The names of the colleges or any registered / Educational institutions in which the above teachers are employed.
- 1.4. Certificates to the effect that the students have passed the languages concerned i.e. Hindi, French, Sanskrit, Arabic etc at the Higher Secondary level/Secondary level.
- 1.5. D.D for Rs.2000 /- per student drawn in favour of the Registrar, Manonmaniam Sundaranar University , payable at Tirunelveli.

## **2.0 TRANSFER OF STUDENTS :**

- 2.1. A student in the Arts or Science programmes desirous of transfer from one institution to another shall apply to the University for permission through his / her parent institution.
- 2.2. The application for transfer shall be entertained only during odd semesters and after completion of a minimum of one year in the respective colleges. Such applications should reach the University not later than 30<sup>th</sup> June of every year.
- 2.3. The students who have taken the language other than Tamil under Part- I shall be permitted for transfer only if they have cleared the same.
- 2.4. Transfer of students for even semesters will be permitted by the University in exceptional cases based on valid reasons in any case at least 15 days prior to the commencement of the semester .
- 2.5. An application for any transfer within the University affiliated colleges (other than autonomous colleges) shall be accompanied by the following documents :
  - a) A written consent from the Principal of the parent institution.
  - b) A written consent from the Principal where the student has proposed to join along with a certificate to the effect that there is no change of subjects under Part -I and Part - III and also the sanctioned strength for the programme not exceeding the SCAA limit.
  - c) The prescribed fees are :
    - i) Transfer from one institution to another  
for the same programme - Rs.3,000 /-
    - ii) Transfer from one institution to another  
for a different programme (where no  
equivalency certificate is required) - Rs.4,000 /-
    - iii) Transfer from one institution to another  
for a different programme (where an  
equivalency certificate is required) - Rs. 6,000 /-
    - iv) Transfer from other University to M.S University  
where equivalency is essential at least  
60 % and 40 % related to the programs. - Rs.10,000 /-

2.6. Permission shall be granted for a transfer from an autonomous college / other University to any of our University affiliated colleges subject to the following requirements :

- a) The students shall submit the course structure and syllabi for their programmes along with the photostat copies of the mark statements.
- b) The students should have cleared all the courses of the previous semesters in the parent institutions. In case not cleared the candidate may be permitted redo such courses if deemed it to be necessary.
- c) Only after verification of the equivalency between the concerned programmes by the University.

2.7. After completion of all the above processes (2.1 to 2.6), the University shall grant permission for the transfer and also direct the college to issue the transfer certificate to the permitted student.

2.8. The above guidelines are also applicable in the case of transfer of students from Post Graduate programmes.

### **3.0. READMISSION :**

A student who has discontinued his / her studies in the middle of a semester or who has not appeared for current semester examinations can apply and obtain readmission in the same or in any one of the subsequent semesters subject to the following :

- 3.1. Readmission application should be submitted within the period of the programme.
- 3.2. A candidate who had been expelled from an institution, for any reasons, is not eligible for readmission.
- 3.3. A candidate, whose petition is pending in any court with respect to his / her admission / exam results / punishments etc. and who has discontinued the studies is not eligible for readmission.

- 3.4. Readmissions are not permissible for those who have not appeared for any University semester examinations before his / her discontinuance of the study.
- 3.5. A letter forwarded by the Principal of the college with Demand draft for Rs.2000 /- per student drawn in favour of the Registrar, Manonmaniam Sundaranar University payable at Tirunelveli towards the processing fee for readmission.

#### **4.0 REPEAT THE SEMESTER**

Students who do not satisfy the 60 % attendance in a semester and not appeared for the current semester examinations will not be permitted to write subsequent semesters examinations and will be eligible to repeat the course only in the odd/even semesters concerned of the following academic year.

This is applicable for the students those who have joined in the academic year 2017-2018 onwards.

#### **General Norms:**

A letter should be forwarded by the Principal of the college with Demand draft for Rs.3000 /- per student drawn in favour of the Registrar, Manonmaniam Sundaranar University payable at Tirunelveli towards the processing fee for repeat the semester.

**Note:** The last date for receipt of requisition for readmission/transfer/repeat should reach the University not later than 30<sup>th</sup> June of every year. The requisition after the due date will not be accepted under any circumstances. No objection certificate/TC should not be issued after 30<sup>th</sup> June for transfer of students.

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