



MADRAS CHRISTIAN COLLEGE
(AUTONOMOUS)
CHENNAI- 600059

DEFER A SEMESTER SCHEME (DAS)

GUIDELINES

(for implementation from Academic Year 2026-2027)

DEFER A SEMESTER SCHEME GUIDELINES

'Defer a Semester' scheme (DAS), provides an opportunity for students to be involved in the following activities without attending classes in the deferring semester:

1. Innovation & Entrepreneurship Development activities at the National or International level
2. Internships in reputed Institutions/ Industry/ NGOs at the National or International level
3. Participation in Sporting events at the National or International level
4. Any other recommendation by the HoD or the Unit Head, which is to be approved by the Standing Committee & the Principal.

The student shall be permitted to appear for the End of Semester Examinations (ESE) in the subsequent semester for all courses missed during the deferred semester, subject to the successful completion of the crash courses. These courses will not be treated as backlogs or arrears in the student's mark sheet, instead be considered part of the regular academic progression permitted under the deferral provisions.

- DAS should be for a **full semester** (90 working days).
- DAS can be availed only once during the student's programme of study.
- The application to be submitted to the Nodal Officer of the DAS Scheme at least 90 days before the commencement date of DAS activity.

Composition of Standing Committee

The standing committee for DAS scheme will consist of:

- Dean of Humanities – Convenor & Nodal Officer (in case of humanities)
- Dean of Sciences – Convenor & Nodal Officer (in case of sciences)
- Dean of Student Affairs
- Controller of Examinations
- Dean, Internal Quality Assurance Cell
- Director, Extension Programmes
- Dean, International Programmes (wherever applicable)
- Director, Physical Education (wherever applicable)
- Respective Head of the Department
- Respective Unit Head (wherever applicable)
- Head- Operations, MCC MRF Innovation Park (MMIP) (wherever applicable)
- Convener, MCC Institution's Innovation Council (IIC) (wherever applicable)
- Coordinator, MCC Entrepreneurship Development Cell (EDC) (wherever applicable)
- Warden of Hall of Residence of the DAS applicant (wherever applicable)

TABLE I
Benchmark for DAS Scheme Activity

Activity Type	Benchmark	Evidence to be submitted along with the DAS Scheme Application
Innovation & Entrepreneurship Development activities at the National & International level	1. DPIIT recognised company formed 2. MVP available 3. Incubated/ Co-incubated in MMIP 4. Raised funds of Rs. 10 Lakh and above Evaluation by a committee comprising of MMIP, along with Angel Investors	1. Certificate of Company Registration 2. Submission of functional MVP 3. Incubation Agreement Copy 4. Funds Sanction Order
Internship in reputed Institutions/ Industry/ NGOs at the National & International Level	Institution- Formal internship at a reputed Institution. (National level: Top 100 in latest NIRF / CGPA > 3 in NAAC accreditation/ Active MoU with MCC) (International Level: Top 500 QS ranking institutions/ Active MoU with MCC) Industry- Formal Internship at a reputed Industry. (Listed in the Fortune 500 companies list/ Active MoU with MCC) NGO- the internship should be in projects in UN offices or Projects funded by UN or the internship should be a fellowship (minimum Rs.50,000/- as fellowship for 90 days)/ Active MoU with MCC.	Offer Letter or Confirmation Letter from the respective Institutions/ Industry/ NGOs
Participation in Sporting Events at the National/ International Level	Sports activities organised by the following sports bodies: <ul style="list-style-type: none"> • Ministry of Youth Affairs & Sports (MYAS) • National Sports Federation (NSF) ➤ Sports Authority of India (SAI) ➤ Indian Olympic Association (IOA) ➤ Khelo India ➤ International Sports University Sports Federation (FISU) ➤ Sports Development Authority of Tamil Nadu (SDAT) 	Letter from the authorized body
Any other recommendation by the HoD or the Unit Head *	Defined by the HoD or Unit Head	Letter from HoD or Unit Head

* Based on the recommendation of the standing committee & approval by Principal

Eligibility for applying for DAS Scheme

1. DAS scheme can be availed by UG students during II/ III/ IV/ V semesters only & PG students during II/ III semesters only.
2. Applicant should not have had any warning or action taken by the Disciplinary Committee, Examination Office for malpractice, Anti-Ragging Committee and Anti-Narcotic Cell of MCC.
3. Applicant should not have had any warning or action taken at the Department and Hall of Residence (in the case of resident student).
4. Applicant should not have availed condonation or semester-out or repeat semester for lack of attendance.
5. Applicant should not have any standing arrears at the time of applying for the DAS Scheme.
6. In case of a student deferring a semester for academic purpose (related to the study of his/her discipline), the minimum marks secured in the previous semesters should be 60% for eligibility to apply for DAS. For other DAS activities, a passing minimum in the previous semesters will stand as eligibility.

Procedure for applying for DAS Scheme

Application form will be available with the respective nodal officer.

Step 1	Students interested in applying for the DAS scheme should collect the application form from the Nodal Officer. Convenor & Nodal Officer in case of humanities students is Dean of Humanities. Convenor & Nodal Officer in case of sciences student is Dean of Sciences.
Step 2	Duly filled-in application with student undertaking, parents'/ guardian's' undertaking, with relevant evidence as mentioned in Table I and the ESE marksheets of all previous semester attested by CoE should be submitted to the Nodal Officer at least 90 days before the commencement date of DAS activity.
Step 3	Nodal Officer to submit applications to Principal Office.
Step 4	Principal Office to send to respective HoD for endorsement within a week.
Step 5	Respective HoD to convene the department selection committee meeting and scrutinize the application. The HoD shall fill the recommendation/ remarks of the department selection committee in the application form and forward it to the Nodal Officer within a week.
Step 6	Nodal officer to get endorsement of DSA within a week.
Step 7	Nodal officer to get endorsement of CoE within a week.
Step 8	Nodal officer to get endorsement of Warden (if applicable) within a week.
Step 9	Nodal Officer to convene standing committee meeting for scrutiny & recommendation of the application within a week.
Step 10	Nodal Officer to submit duly filled-in application to Principal for approval.
Step 11	Nodal Officer to notify the student the status of his/her DAS application

Standing Committee will scrutinize the application and recommend it for approval to the Principal. The final decision for approval of DAS will be taken by the Principal.

DAS Scheme Completion Procedures

1. Joining report to be submitted to the Nodal Officer on the date of joining MCC after completing the DAS Activity.
2. Certificate of Completion from the competent authority, wherever the student undertook the DAS activity, should be submitted to the Nodal Officer within 3 days of joining the College.
3. A review meeting will be conducted by the DAS scheme standing committee within a week of rejoining, to review the outcomes of the DAS activity. The meeting will be convened by the respective nodal officer.
4. DAS crash courses will have to be conducted at the department level during the subsequent semester during non-class hours. The course teacher should complete 10 hours of offline class, 10 hours of online class (through meet link in GCR) and reading materials to be provided in the GCR. A student will have to pay a fee of Rs.2500/- per course (courses which the student missed during his/her DAS scheme) while submitting their Internal Continuous Assessment Tests (ICA)/ End-of-Semester Examinations (ESE) application. Remuneration will be paid at the rate of Rs.2500/- per course to a course teacher for each course. The attendance sheet signed by the staff & the student should be maintained for everyday & submitted on the completion of the crash courses, to the nodal officer through the HoD.
5. The student will have to complete the formalities related to applying for ICA & ESE as directed by CoE, to be taken up during the following semester, within 10 days of joining the College after the DAS activity.
6. After the deferral of a semester and upon successful completion of the crash courses, the ICA and ESE for the deferred courses shall be conducted in the subsequent semester. The marks, credits, grades, and the month & year of passing for these courses shall be incorporated in the mark sheet corresponding to the deferred semester. The semester marksheet will also include the notation "Deferred Semester" for official documentation.

NOTE

- A maximum of 2 students per department can avail DAS per semester.
- During the DAS activity, the student should do their periodical review presentation on completion of every 30 days and submit 30 days progress report to their respective HoD to evaluate & forward the progress report with their remarks to the Nodal Officer within a week after the presentation.
- The student will have an online midterm review convened by the Nodal Officer, to review the progress of the student during the course of the Defer a Semester activity.
- The student should complete the activity for which he/she had availed DAS scheme. If not completed it will be considered as Not Eligible for ESE as per college attendance regulations.
- A student can revoke the DAS scheme within 20 days of the commencement of the DAS activity. A letter requesting revoking the DAS scheme providing valid reason must be submitted to the Nodal Officer on the day of joining the College.
- Each DAS scheme case has to be approved by the Academic Council.