Rathinam College of Arts and Science
(Autonomous)

REGULATIONS FOR UNDERGRADUATE DEGREE COURSES

CBCS PATTERN with effect from 2019-2020 onwards

Definitions:

a) Programme – A course of study leading to the award of a degree in a discipline. (E.g.: B.Sc\B.Com)

b) Branch – Discipline of study (e.g.: B.Sc Computer Science)

c) Curriculum – A student must study The various subjects / paper in a particular branch.

d) Course – The theory & practical subject OFFERED under the curriculum.

e) Credit – A unit of measurement, based on the duration of the contact hours, Content and quality of the subject matter.

1. **UG Curriculum**: The UG Curriculum under the CBCS it consists of five parts and the medium of instruction is English. Part six provide additional credits with Value added courses and Inter Department Learning Papers.

2. **Eligibility for Admission to the Course:** Candidate for admission to the first year of the UG degree programme shall be required to **have passed the higher secondary examination** (Academic or Vocational) conducted by the Govt. of Tamil Nadu in the relevant subjects or other examinations accepted as equivalent thereto by the parent university, subject to such other conditions as may be prescribed there for.

3. **Duration of the Programme:** The UG programme will comprise six semesters with two semesters per academic year, extending over a total duration of three years. Examination shall be conducted at the end of every semester for the respective subjects. Each semester has 75 instructional days consists of 6 teaching hours per working day. Thus, each semester has 450 teaching hours and the whole programme has 2700 teaching hours.

4. **Choice Based Credit System (CBCS):** All Undergraduate Programmes offered by the College shall be under Choice Based Credit System (CBCS). Choice based credit system is introduced with the aim of offering flexibility in the choice of courses to the students.

Objectives of the Choice Based Credit System:

- To facilitate the students to have greater flexibility in their choice of courses.
- To widen the spectrum of knowledge of students by means of Core, Allied, Project / Electives, Value Education, Ability Enhancement Compulsory Course and Skill Enhancement Courses.
- To revamp the curriculum, to impart entrepreneurial skills and placement potential quality.
- To allocate credit points to each paper of the study based on the weight age of the contact hours, content and quality.
- To extend opportunities to fast learners in order to earn additional credit from advanced learner courses as well as value added courses.
- To maintain the total credit points of each programme on par with international standards.
- To assess the performance of students in terms of marks & credit points
- Each department will offer not less than 4 papers under additional credit system. The papers are job oriented.

5. **Course of Study:** The course of study for the UG degree courses of all branches shall consist of the following

5.1 Part I: Language: Tamil or any one of the modern/classical languages i.e. Malayalam, French and Hindi.

It is obligatory for all the UG students to study a language under part I. A student can select and study any one of the languages offered under part I. The syllabus drafted would enable the students to communicate with the ease and effectiveness in that language. It offered in the **first two semesters** with one examination at the end of each semester.

5.2. Part II: Language: English

The study of English made mandatory for all UG students under part II. English being the window to the outer world in the context of the globalization scenario the content of the syllabus is tailored in a fashion suitable for imparting the classical and the modern facets of the language and literature, besides conferring a mastery of fluency and command over the language, providing a clout to compete for employment opportunities. The subject offered during the **first two semesters** with one examination at the end of each semester. In the second semester course based English subject and syllabus given.

5.3 Part III: Core Subjects, Allied Subjects and Project or Elective Courses:

1) Core Subjects: Each programme has a group of core courses arranged semester wise. The syllabi of the core courses will enlighten the students in the acquisition of the basic concepts of their respective disciplines, which focused on the recent trends. This orientation will amply spur the students towards the vertical mobility in their higher studies. The core courses will span over six semesters and examination conducted in the core subjects at the end of every semester.

2) Allied Subjects: In all disciplines the UG students must study, two inter departmental courses along with the core courses, which would supplement, suit and support the major course of study, rendering it extensive and significant. The Allied Subjects is to study during the first four semesters of the UG programmes and examination conducted in the end of every semester.

3) Mini project, Project and Elective Courses: During the end of second year – a mini-project needs to complete by the student and the same to submit. In the sixth semester, a capstone project needs to be completed & submitted and he/she must study minimum three Elective Courses and maximum of four courses.

Three elective courses is to offer one/two in the V semester and one/two in the VI Semester. Elective subjects is to select from the list of electives prescribed by the Board of Studies concerned in the fifth and Sixth Semester along with the Core Subjects.

A student shall take up a project work in addition to his elective subjects. The report of the study should submit at the end of course of study that is to certify by the supervisor and duly forwarded by the Head of the Department/Principal of the College. The Head of the department of the concerned programme shall assign a project supervisor, who in turn shall assign the topic and monitor the project work of the student.

4) Internship: During the End of First year – 10 days industrial training has to be underwent by the student as internship and the industrial training report to submit.

5.4 Part IV:

1. a) Those who have not studied Tamil up to XII std and taken a Non-Tamil language under Part-I shall take Tamil Comprising of Two Courses. The course content of will be equivalent to that prescribed for the sixth Standard by the Board of Secondary Education and they shall offer in the third and fourth semesters.

b) Those who have studied Tamil up to XII std and taken a Non-Tamil language under Part-I shall take Advanced Tamil Comprising of Two Courses in the third and fourth semesters.

(OR)

c) Others do not come under the above **a+ b** categories who can choose the following course during third and fourth semesters - Communicative English / Career Engagement

2. Ability Enhancement compulsory course – I The student may choose any one of the paper from the below choice.

Environmental Studies: It is a course on environmental science that underlines the importance of environment apart from sensitizing students to the dimensions of environmental problems to be addressed and sorted out, aimed at the global euphoria. The online examination shall be conducted for 50 Marks in the I semester and there is no ESE.

National Cadet Corps: It is a course on National Cadet Corps which says the importance of the NCC and the works behind and the levels and the certifications in the National Cadet Corps

3. Ability Enhancement compulsory course – II - Human Rights: It is a course to impart the knowledge about the basic human rights, classification of human rights, Basics of Law, Cyber crime and Law. The Online Examination shall conduct for 50 marks in the II semester and there is no ESE.

4. Skill Enhancement Course: The Elective Courses four in number for each UG Degree programmes from third semester onwards are offered to all students. Four skill based subjects are to be offered one in the III, IV, V and VI Semesters. The examination shall be conducted in the skill based subjects at the end of the semesters where they are offered.

5.5 Part V: Extension Activities: Every student shall participate compulsorily for period of not less than two years (4 semesters) in any one of the programmes. **(NSS / NCC / Sports and games / YRC and other extracurricular activities)**

Each student must choose any one of the three courses offered during the first four semesters. The objective of the slot is to build- up the ethics, awareness and involvement in social service, acquisition of knowledge and training in military discipline leading to national

integration and patriotism, and feeling fit and fine through participation in games and athletics.

The student's performance shall examine by the staff in-charge of extension activities along with the Head of the respective department and a senior member of the Department on the following parameters.

The marks shall send to the Controller of Examinations before the commencement of the final semester examinations.

- 20% of marks for Regularity of attendance
- 60% of marks for Active Participation in classes/camps/games/special Camps/programmes in the college/District/ State/ University activities.
- 10% of marks for Exemplary awards/Certificates/Prizes.
- 10% of marks for Other Social components such as Blood Donations, Fine Arts, etc.

The grades will award at the end of the Fourth Semester. The mark sheet shall carry the gradation relevant to the marks awarded to the candidates.

This grading shall incorporate in the mark sheet to issue at the end of the semester. (Physically Challenged students who are unable to participate in any of the above activities shall be required to take a test in the theoretical aspects of any one of the above fields and be graded and certified accordingly).

5.6 Part VI:

1. Additional Credits.

Students offered the opportunity to undertake Inter department Learning course, and value added course in addition to their compulsory papers to gain additional credit that would boost their grades. Each department will offer a minimum of 1 paper (each of 2 credit) in thrust area, during 3rd and 4th semester. A student can choose any one of the paper of his interest in any department. The classes for the inter department learning will be conducted 2 hours per week. The value added course is offered in I to V semester. Each value added course is equivalent to 2 credits.

Students can complete a course in SWAYAM. If a student submits a SWAYAM course completion certificate then it will add to the additional credits to the student.

6. Scheme of examination

UG - PROGRAMMES (CBCS)

Break up of 140 credit points and tenure of study of each part for all UG programme.

Parts	Courses	Semesters	Credit Points	Marks
I	Tamil\ Other Languages	I & II	8	200
II	English	I &II	8	200
III	a) Core Subjects b) Allied Subjects c) Mini Projects d) Project e) Electives	I – VI I – IV III – IV V – VI V - VI	70 16 02 04 12	1750 400 50 100 300
IV	1. Other Languages 2. Skill Based Subjects(Electives) 3. Human Rights and Constitution of India 4. Environmental Studies	III & IV III - VI II I	4 12 2 2	100 300 50 50
V	Extension Activities (NSS/NCC/Sports & Games)	I-IV	-	-
		Total	**140**	**3500**

Part	Additional Credits	Semesters	Credit Points
VI	Value added courses / SWAYAM Course	I – V	10
VI	Inter department learning courses	III & IV	4
		Total	**14**

7. Requirement to appear for the examinations

a) A candidate shall be permitted to appear for the End semester examinations for any semester (practical/theory), if

i) He/she secures **not less than 75%** of attendance in the number of working days during the semester.

ii) He/she earns a progress certificate from the Head of the institution, of having satisfactorily completed the course of study prescribed in the scheme of examinations for that semester as required by these regulations, and

iii) His/her conduct has been satisfactory.

To provide it shall be open to the authority to grant exemption to a candidate who has failed to earn 75% of the attendance prescribed, for valid reasons.

b) A candidate who has secured **less than 75% but 65%** and above attendance in any semester has to compensate the shortage in attendance in the subsequent semester besides earning the required percentage of attendance in semester and appear for both semester papers together at the end of the later semester. And the students has to pay single condonation fees.

c) A candidate who has secured **less than 65% but 50%** and above attendance in any semester shall not be permitted to appear for the current semester papers and the student shall be allowed to appear only for arrear papers.

d) A candidate who has secured **less than 50%** of attendance are not eligible to attend the regular examinations and to continue the study in the subsequent semester. He/she has to rejoin the semester in which the attendance is less than 50%.

8. Restrictions to appear for the examinations

a) Any candidate having arrear paper(s) shall have to appear in all arrear paper along with the regular semester papers.

b) "Candidates who fail in any of the course of Part I, II, III, IV & V of UG degree examinations shall complete the course **within 5 years** from the date of admission and should they fail to do so, they shall take the examination in the texts/ revised syllabus prescribed for the immediate next batch of candidates. If there is no change in the texts/syllabus they shall appear for the examination in that course with the syllabus in vogue until there is a change in the texts or syllabus. In the event of removal of the course consequent to change of regulation and / or curriculum after 5 year period, the candidates shall have to take up an equivalent course in the revised syllabus as suggested by the Chairman of the concerned board of studies and fulfill the requirements as per the regulation curriculum for the award of the degree.

9. Medium of Instruction and Examination

The medium of instruction and examinations for the courses of Part I shall be the language concerned. For part II, III, IV, V & VI courses the medium of instruction and the medium of examinations is English.

10. Submission of Record Note Books for Practical Examinations

Candidates appearing for practical examinations should submit bona-fide Record Note Books prescribed for practical examinations, otherwise the candidates should not permit to appear for the practical examinations.

11. Activity Record

Instead of submitting the assignment, the student shall give a record note for each subject; they need to perform activity in the subject for the entire semester. This will assess every week and the marks shall be awarded.

12. Distribution: The following are the distribution of marks for examination & evaluation pattern.

1. The following are the distribution of marks for external and internal for end semester examinations and continuous assessment and passing minimum mark for all the courses / papers of **UG Programmes**.

Total Marks	External		Internal Max.Marks	Overall Passing Minimum for total marks
	Max.Marks	Passing		

		Minimum for External Alone		(Internal +External)
100%	60%	40%	40%	40%

1.A. The following are the Distribution of marks for the Continuous Internal Assessment in the theory of UG programmes.

S.No.	Component			Distribution of Marks
1	CIA Test I (3 Units, 3 hours 100 Marks)			5
2	Model (Full Portions 3 hours 100 Marks)			10
3	Attendance	Above 95%	5	5
		90% to 94%	4	
		85% to 89%	3	
		80% to 84%	2	
		75% to 79%	1	
		Below 74%	0	
4	Activity Record			5
5	From the following, faculty may choose any three for remaining 15 marks • online MCQ test – 2 test per subject – **5 marks** • Seminar – (related to the subject but not in the syllabus) - 1 per subject – **5 marks** • online course – 1 (if successfully completed) – **10 marks**. • Quiz – twice per subject – **5 marks** • Surprise test – twice per subject – **5 marks** • open book test – 1 per subject – **5 marks** • External Participation (related to subject – Seminar/Conference/workshop) – 1 per subject – **5 marks** • Innovative Product / project done – **5 marks**			15
TOTAL				**40**

1. B. The following are the distribution of marks for the Continuous Internal Assessment in UG Practical courses.

S.No.	Component	Distribution of Marks
1.	CIA - I	10

2.	Observation note book	10
3.	Attendance	5
4.	Model practical examination	15
TOTAL		**40**

1. C. The following are the distribution of marks for the Continuous Internal Assessment in UG Project Viva – Voce.

S.No.	**Component**	**Distribution of Marks**
1.	Review - 1	10
2.	Review - 2	10
3.	Attendance	5
4.	Final Review	15
Total		**40**

13. Passing Minimum: A candidate who secures **not less than 40% in the** End Semester Examination and 40% marks in the external examination and continuous internal assessment put together in any course of Part I, II, III & IV shall be declared to have passed the examination in the subject (theory or Practical). Thus the minimum pass mark is 24 out of 60 in ESE and also 40 marks out of 100 (CIA+ESE).

A candidate who passes the examination in all the courses of Part I, II, III, and IV & V shall declare to have passed, the whole examination. Thus to obtain UG degree a student should pass in all the courses prescribed in the concerned programme. And he/she should earn 140 credits.

14. Marks & Grade: Once the marks of the CIA and end-semester examinations for each of the course are available, they shall add. The mark thus obtained shall convert to the relevant letter grade, grade point as per the details given below and classification to indicate the performance of the candidate.

Conversion of Marks to Grade Points & Letter Grade :(Performance in a course/paper)

RANGE OF MARKS	GRADE POINT	LETTER GRADE	DESCRIPTION
90-100	9.0-10.0	O	OUTSTANDING
80-89	8.0-8.9	D+	EXCELLENT
75-79	7.5-7.9	D	DISTINCTION
70-74	7.0-7.4	A+	VERY GOOD
60-69	6.0-6.9	A	GOOD
50-59	5.0-5.9	B	AVERAGE
40-49	4.0-4.9	C	SATISFACTORY
00-39	0.0	U	RE-APPEAR
ABSENT	0.0	AAA	ABSENT

15. Grade Point Average (GPA):

Grade point average (GPA) is calculate for each part taking into account of all the courses studied under each part. Calculation of grade point average semester -wise and part -wise is as follows:

$$GPA = \frac{\text{Sum of the multiplication of grade points by the credits of the courses}}{\text{Sum of the credits of the courses in a semester}}$$

$$\mathbf{GPA = \frac{\sum_i (C_i * G_i)}{\sum_i C_i}}$$

Where C_i = Credit earned for course i in any semester.

Gi= Grade points obtained for course i in any semester.

16. Cumulative Grade Point Average (CGPA) : For the entire program CGPA is calculated in the following manner.

$$\textbf{CGPA} = \frac{\sum_n \sum_i C_{ni} * G_{ni}}{\sum_n \sum_i C_{ni}}$$

$$\text{CGPA} = \frac{\text{Sum of the multiplication of grade points by the credits of the entire programme under each part}}{\text{Sum of the Credits of the Courses of the entire programme under each part}}$$

17. Classification of CGPA: A candidate who has passed all the examinations under different parts (Part-I to Part V) is eligible for the following part wise computed final grades based on the range of CGPA.

Based on the Cumulative Grade Points Average the performance of the students is to classify as follows:

CGPA	GRADE	CLASSIFICATION OF FINAL RESULT
9.5-10.0	**O+**	First Class - Exemplary
9.0 and above but below 9.5	O	
8.5 and above but below 9.0	D++	First Class with Distinction
8.0 and above but below 8.5	D+	
7.5 and above but below 8.0	D	
7.0 and above but below 7.5	A++	First Class
6.5and above but below 7.0	A+	
6.0and above but below 6.5	A	
5.5 and above but below 6.0	B+	Second Class
5.0 and above but below 5.5	B	
4.5 and above but below 5.0	C+	Third Class
4.0 and above but below 4.5	C	
0.0 and above but below 4.0	U	Re-appear

A candidate who passes all the examinations in Part I to Part V securing following CGPA and Grades shall be declared as follows **for Part I or Part II or Part III**:

a. A candidate who has passed all the Part-III subjects examination in the first appearance within the prescribed duration of the UG programmes and secured a CGPA of 9 to 10 and equivalent grades "O" or "O+" in part III comprising Core, Electives and Allied subjects shall be placed in the category of "**First Class – Exemplary**".

b. A candidate who has passed all the Part-III subjects examination in the first appearance within the prescribed duration of the UG programmes and secured a CGPA of 7.5 to 9 and equivalent grades "D" or "D+" or "D++" in part III comprising Core, Electives and Allied subjects shall be placed in the category of "**First Class with Distinction**".

c. A candidate who has passed all the Part-I or Part-II or Part-III subjects examination of the UG programmes and secured a CGPA of 6 to 7.5 and equivalent grades "A" or "A+" or "A++" shall be declared to have passed in "**First Class**".

d. A candidate who has passed all the Part-I or Part-II or Part-III subjects examination of the UG programmes and secured a CGPA of 5.5 to 6 and equivalent grades "B" or "B+" shall be declared to have passed in "**Second Class**".

e. A candidate who has passed all the Part-I or Part-II or Part-III subjects examination of the UG programmes and secured a CGPA of 4.5 to 5 and equivalent grades "C" or "C+" shall declare to have passed in "**Third Class**".

f. There shall be no classification in the final results; therefore; award of class for Part IV and Part V, however, those parts shall award with final grades in the end semester statements of marks and in the consolidated statement of marks.

18. Improvement of Marks in the subjects already passed: Candidates desirous of improving the marks awarded in a passed subject in their first attempt shall reappear in the subsequent semester only. The improved marks shall consider for classification but not for ranking. When there is no improvement, there shall not be any change in the original marks already awarded.

19. Conferment of the Degree: No candidate shall be eligible for conferment of the Degree unless he / she

i. Has undergone the prescribed course of study for a period of not less than six semesters and has passed the examinations as have been prescribed therefore.
ii. Has completed all the components prescribed under Parts I to Part V in the CBCS pattern to earn 140 credits.
iii. Has successfully completed the prescribed Field Work/ Institutional Training (if any) as evidenced by certificate issued by the concerned authorities.

20. Malpractices in Examinations

In case a candidate is caught under malpractice, he/she has been restricted to appear for further exams and the candidate Hall Ticket will be seized.

All cases of malpractice by the students in the examinations (ESE and CIA) will referred by the COE to **Malpractice detection cell,** which constituted for the purpose. The Committee will consist of Three Members representing the Faculty of Science, Commerce and Humanities / Language, the members will be nominated by the Principal.

The committee will monitor all cases of malpractice and will take to Principal's consideration and action will be taken for each case.

21. Ranking: A candidate who qualifies the UG degree course passing all the examinations in the first attempt within the minimum period of prescribed course of study from the date of admission to the course and secures I or II class shall be eligible for ranking and such ranking shall be confined to 10 % of the total number of candidates qualified in that particular branch of study, subject to a maximum of 10 ranks. The improved marks have not be taken into consideration for ranking.

22. A. Question Paper Pattern: The question paper patterns shall follow for CBCS pattern syllabi for the candidates admitted from the academic year 2017-18 provided **in syllabi itself.**

- The following question paper patterns will be followed for the UG candidates

Maximum 100 Marks – wherever applicable			
Section A	Multiple choice questions with four options	10*1=10	10 questions – 2 each from every unit
Section B	Short answer questions of either / or type (like 1.a (or) b)	5*6=30	5 questions – 2 each from every unit
Section C	Essay-type questions of either / or type (like 1.a (or) b	5*10=50	5 questions – 2 each from every unit
Section D	Analytical type question (compulsory)	1*10=10	1 question from any unit

22. B. Percentage of Marks in Bloom's Taxonomy Standard Level

Level	**Section A (10)**	**Section B (60)**	**Section C (100)**	**Section D (10)**	**Total Mark (180)**
Remembering	2	12	20	0	34(18.89%)
Understanding	2	12	20	0	34(18.89%)
Applying	2	12	20	0	34(18.89%)
Analyzing	2	12	20	0	34(18.89%)
Evaluating	2	12	20	0	34(18.89%)
Creating	0	0	0	10	10 (5.55%)

Note: Either or choice questions also should be in the same level, Total 180 marks

23. Syllabus: The syllabus for various courses shall clearly demarcated into five viable units in each paper/subject.

24. Revision of Regulations and Curriculum: The above Regulation and Scheme of Examinations shall be in vogue without any change for a minimum period of three years from the date of approval. The college may revise /amend/ change the Regulations and Scheme of Examinations, if found necessary.

25. **Provision for Appeal**: There shall be a provision to Appeal for a candidate who may be dissatisfied with the Grade he/she awarded. He/she can approach the Grievance Cell with the written submission together with all facts, the assignments, and test papers etc, which evaluated. He/she can do before the commencement of end semester examination. The Grievance Cell is empowered to revise the grades if the case is genuine and empowered to penalize the candidate if his/her submission is to found to be baseless and unduly motivated. The composition of the grievance cell is as follows.

1. The Principal
2. One senior faculty member (other than those concerned with the evaluation of the course concerned).
3. One senior faculty members / subject experts.

26. Re-Totalling: Candidates of all courses are eligible to apply for Re-totalling of their marks. Application form can obtain from the Controller of Examination Section along with a request letter. The filled application should submit to the Controller of Examination Section along with the Photocopy of their mark sheets with the prescribed fees within one week. The Re-totalling result will send to the concerned Head of the Department within 15days.

27. Re-Valuation

Original Mark Statement should not enclose. Enclose the photocopy of the Internet Result along with the application. Requisition for revaluation must reach the Controller of Examinations within 7 DAYS from the date of publication of results. There is no provision for revaluation of practical examination. Papers Incomplete / defective application will reject and the revaluation fee will not refund. The application duly filled in should submit to the Controller of Examinations only through the Principal. Re-valuation result will send to the concerned Head of the Department.

28. Photocopy of the Valued Answer Scripts

Students of all UG Programme have permitted to obtain their photocopy of valued answer papers where single valuation is adopted. The filled application should submit to the Controller of Examination Section along with Photocopy of their mark sheet within one week. Students should apply either for revaluation or for photocopy of the answer script.

29. Supplementary Exam: Supplementary examination will conduct after the VI semester for the students who have failed in only one subject.

PG/MBA PROGRAMMES-REGULATIONS

CBCS PATTERN with effect from 2019-2020 onwards

Definitions:

a) Programme – A course of study leading to the award of a degree in a discipline. (E.g.: M.Sc\MA\M.Com\MBA)

b) Branch – Discipline of study (e.g.: M.Sc Computer Science)

c) Curriculum – The various courses (subjects / paper) a student must study in a particular branch.

d) Course – The theory & practical subject OFFERED under the curriculums.

e) Credit – A unit of measurement based on the duration of the contact hours, Content and quality of the subject matter.

1. PG Curriculum: The PG Curriculum under the CBCS consist of only part III and the medium of instruction is English. Part six provides additional credits with Value added courses and Advanced Learners Course.

2. Eligibility for Admission to the Course: Candidate for admission to the first year of the PG degree programme shall be required to **have passed the UG Degree** from recognized University/University affiliated college/Autonomous college.

3. Duration of the Programme: The PG programme will comprise four semesters with two semesters per academic year, extending over a total duration of two years. Examination shall be conducted at the end of every semester for the respective subjects. Each semester has 90 instructional days consists of 5 teaching hours per working day. Thus, each semester has 450 teaching hours and the whole programme has 1800 teaching hours.

4. Choice Based Credit System (CBCS): All post graduate Programmes offered by the University shall be under Choice Based Credit System (CBCS). Choice based credit system is introduced with the aim of offering flexibility in the choice of courses to the students.

Objectives of the Choice Based Credit System:

- To facilitate the students to have greater flexibility in their choice of courses.
- To widen the spectrum of knowledge of students by means of Core, Project / Electives.
- To revamp the curriculum, to impart entrepreneurial skills and placement potentials qualities.
- To incorporate need based knowledge in tune with the location and neighborhood of the institution.
- To allocate credit points to each paper of the study, based on the weight age of the contact hours, content and quality.
- To extend opportunities to fast learners in order to earn additional credit from advanced learner courses as well as value added courses.
- To maintain the total credit points of each programme on par with international standards.
- To assess the Performance of students in terms of marks & Credit points

5. Course of Study: The course of study for the PG degree courses of all branches shall consist of the following

5.1 Part III: Core Subjects, Allied Subjects and Project or Elective Courses:

1) Core Subjects: Each programme has a group of core courses arranged semester wise. The syllabi of the core courses will enlighten the students in the acquisition of the basic concepts of their respective disciplines, besides getting focused on the recent trends. This orientation will amply spur the students towards the vertical mobility in their higher studies. The core courses will span over four semesters and examination shall be conducted in the core subjects at the end of every semester.

2) Mini project, Project and Elective Courses: During the end of second semester – a mini-project needs to be completed by the student and the same to be submitted. In the Fourth semester, a capstone project needs to be completed & submitted and he/she must study minimum three Elective Courses and maximum 4 Elective courses (For MBA – minimum 8 Elective courses).

Three elective courses are to be offered one/two in the II semester and one/two in the III & IV Semesters. Elective subjects are to be selected from the list of electives prescribed by the Board of Studies concerned in the second, third and fourth Semester along with the Core Subjects.

A student shall take up a project work in addition to his elective subjects. The report of the study should be submitted at the end of course of study certified by the supervisor and duly forwarded by the Head of the Department/Principal of the College. The Head of the department of the concerned programme shall assign a project supervisor, who in turn shall assign the topic and monitor the project work of the student.

3) Internship: During the End of First year – 10 days industrial training has to be underwent by the student as internship and the industrial training report to be submitted.

6. Scheme of examination

PG - PROGRAMMES (CBCS)

Break up of 90/100 credit points and tenure of study of each part for all PG/MBA programme

Parts	Courses	Semesters	Credit Points for PG	Credit Points for MBA
III	Core & Elective Subjects	I – IV	90	100
		Total	**90**	**100**

7. Requirement to appear for the examinations

a) A candidate shall be permitted to appear for the End semester examinations for any semester (practical/theory), if

i) He/she secures **not less than 75%** of attendance in the number of working days during the semester.

ii) He/she earns a progress certificate from the Head of the institution, of having satisfactorily completed the course of study prescribed in the scheme of examinations for that semester as required by these regulations, and

iii) His/her conduct has been satisfactory.

To provide it shall be open to the authority to grant exemption to a candidate who has failed to earn 75% of the attendance prescribed, for valid reasons.

b) A candidate who has secured **less than 75% but 65%** and above attendance in any semester has to compensate the shortage in attendance in the subsequent semester besides earning the required percentage of attendance in semester and appear for both semester papers together at the end of the later semester. And the students has to pay single condonation fees.

c) A candidate who has secured **less than 65% but 50%** and above attendance in any semester shall not be permitted to appear for the current semester papers and the student shall be allowed to appear only for arrear papers.

d) A candidate who has secured **less than 50%** of attendance are not eligible to attend the regular examinations and to continue the study in the subsequent semester. He/she has to rejoin the semester in which the attendance is less than 50%.

8. Restrictions to appear for the examinations

a) Any candidate having arrear paper(s) shall have to appear in all arrear paper along with the regular semester papers.

b) "Candidates who fail in any of the course of Part III of PG degree examinations shall complete the course concerned **within 4 years** from the date of admission to the said programme, and should they fail to do so, they shall take the examination in the texts / revised syllabus prescribed for the immediate next batch of candidates. If there is no change in the texts/syllabus they shall appear for the examination in the course with the syllabus in vogue until there is a change in the texts or syllabus. In the event of removal of that course consequent to

change of regulation and / or curriculum after 4 year period, the candidates shall have to take up an equivalent course in the revised syllabus as suggested by the Chairman of the concerned board of studies and fulfill the requirements as per the regulation curriculum for the award of the degree.

9. Medium of Instruction and examinations

The medium of instruction and examinations for the courses of Part III courses is English.

10. **Submission of Record Note Books for practical examinations**

Candidates appearing for practical examinations should submit bonafide Record Note Books prescribed for practical examinations, otherwise the candidates shall not be permitted to appear for the practical examinations.

11. Distribution: The following are the distribution of marks for examination & evaluation pattern.

1. The following are the distribution of marks for external and internal for end semester examinations and continuous assessment and passing minimum mark for all the courses / papers of **PG Programmes**.

Total Marks	External		Internal Max.Marks	Overall Passing Minimum for total marks (Internal +External)
	Max.Marks	Passing Minimum for External Alone		
100%	60%	50%	40%	50%

1.A. The following are the Distribution of marks for the Continuous Internal Assessment in the theory of PG programmes.

S.No.	Component			Distribution of Marks
1	CIA Test I (3 Units, 3 hours 100 Marks)			5
2	Model (Full Portions 3 hours 100 Marks)			10
3	Attendance	Above 95%	5	5
		90% to 94%	4	
		85% to 89%	3	
		80% to 84%	2	
		75% to 79%	1	
		Below 74%	0	
4	Activity Record			5
5	From the following, faculty may choose any three for remaining 15 marks • online MCQ test – 2 test per subject – **5 marks** • Seminar – (related to the subject but not in the syllabus) - 1 per subject – **5 marks** • online course – 1 (if successfully completed) – **10 marks**. • Quiz – twice per subject – **5 marks** • Surprise test – twice per subject – **5 marks** • open book test – 1 per subject – **5 marks** • External Participation (related to subject – Seminar/Conference/workshop) – 1 per subject – **5 marks** • Innovative Product / project done – **5 marks**			15
TOTAL				**40**

1. B. The following are the distribution of marks for the Continuous Internal Assessment in PG Practical courses

S.No.	Component	Distribution of Marks
1.	CIA - I	10
2.	Observation note book	10
3.	Attendance	5
4.	Model practical examination	15
TOTAL		**40**

1. C. The following are the distribution of marks for the continuous Internal assessment in PG Project Viva - Voce

S.No.	Component	Distribution of Marks
1.	Review - 1	10
2.	Review - 2	10
3.	Attendance	5
4.	Final Review	15
Total		40

12. Passing Minimum: A candidate who secures **not less than 50% in the** End Semester Examination and 50% marks in the external examination and continuous internal assessment put together in any course of Part III shall be declared to have passed the examination in the subject (theory or Practical). Thus the minimum pass mark is 30 out of 60 in ESE and also 50 marks out of 100 (CIA+ESE).

A candidate who passes the examination in all the courses of Part III shall be declared to have passed, the whole examination. Thus to obtain PG degree a student should pass in all the courses prescribed in the concerned programme. And also he/she should earn 100 credits for MBA / 90 credits for all other PG courses.

13. Marks & Grade: Once the marks of the CIA and end-semester examinations for each of the course are available, they shall be added. The mark thus obtained shall then be converted to the relevant letter grade, grade point as per the details given below and classification to indicate the performance of the candidate.

Conversion of Marks to Grade Points & Letter Grade :(Performance in a course/paper)

RANGE OF MARKS	GRADE POINT	LETTER GRADE	DESCRIPTION
90-100	9.0-10.0	O	OUTSTANDING
80-89	8.0-8.9	D+	EXCELLENT
75-79	7.5-7.9	D	DISTINCTION
70-74	7.0-7.4	A+	VERY GOOD
60-69	6.0-6.9	A	GOOD
50-59	5.0-5.9	B	AVERAGE
00-49	0.0	U	RE-APPEAR
ABSENT	0.0	AAA	ABSENT

14. Grade Point Average (GPA):

Grade point average (GPA) is calculated for each part taking into account of all the courses studied under each part. Calculation of grade point average semester-wise and part-wise is as follows:

Sum of the multiplication of grade points by the credits of the courses

GPA = ----------

Sum of the credits of the courses in a semester

$$\mathbf{GPA = \frac{\sum_i (C_i * G_i)}{\sum_i C_i}}$$

Where C_i = Credit earned for course i in any semester.

Gi= Grade points obtained for course i in any semester.

15. Cumulative Grade Point Average (CGPA) : For the entire program CGPA is calculated in the following manner.

$$\mathbf{CGPA = \frac{\sum_n \sum_i C_{ni} * G_{ni}}{\sum_n \sum_i C_{ni}}}$$

Sum of the multiplication of grade points by the credits of the entire programme under each part

CGPA = ----------

Sum of the Credits of the Courses of the entire programme under each part

16. Classification of CGPA: A candidate who has passed all the examinations under Part-III is eligible for the following part wise computed final grades based on the range of CGPA.
Based on the Cumulative Grade Points Average the performance of the students is classified as follows:

CGPA	GRADE	CLASSIFICATION OF FINAL RESULT
9.5-10.0	**O+**	**First Class - Exemplary**
9.0 and above but below 9.5	O	
8.5 and above but below 9.0	D++	**First Class with Distinction**
8.0 and above but below 8.5	D+	
7.5 and above but below 8.0	D	
7.0 and above but below 7.5	A++	**First Class**
6.5and above but below 7.0	A+	
6.0and above but below 6.5	A	
5.5 and above but below 6.0	B+	Second Class
5.0 and above but below 5.5	B	
0.0 and above but below 5.0	U	Re-appear

A candidate who passes all the examinations in Part III securing following CGPA and Grades shall be declared as follows **for Part III**:

g. A candidate who has passed all the Part-III subjects examination in the first appearance within the prescribed duration of the UG programmes and secured a CGPA of 9 to 10 and equivalent grades "O" or "O+" in part III comprising Core, Electives and Allied subjects shall be placed in the category of "**First Class – Exemplary**".

h. A candidate who has passed all the Part-III subjects examination in the first appearance within the prescribed duration of the PG programmes and secured a CGPA of 7.5 to 9 and equivalent grades "D" or "D+" or "D++" in part III comprising Core, Electives and Allied subjects shall be placed in the category of "**First Class with Distinction**".

i. A candidate who has passed all the Part-III subjects examination of the PG programmes and secured a CGPA of 6 to 7.5 and equivalent grades "A" or "A+" or "A++" shall be declared to have passed in "**First Class**".

j. A candidate who has passed all the Part-III subjects examination of the PG programmes and secured a CGPA of 5.5 to 6 and equivalent grades "B" or "B+" shall be declared to have passed that parts in "**Second Class**".

17. Improvement of Marks in the subjects already passed: Candidates desirous of improving the marks awarded in a passed subject in their first attempt shall reappear in the subsequent semester only. The improved marks shall be considered for classification but not for ranking. When there is no improvement, there shall not be any change in the original marks already awarded.

18. Conferment of the Degree: No candidate shall be eligible for conferment of the Degree unless he / she,

i. Has undergone the prescribed course of study for a period of not less than four semesters and has passed the examinations as have been prescribed therefore.
ii. Has completed all the components prescribed under Part III in the CBCS pattern to earn 90/100 credits.
iii. Has successfully completed the prescribed Field Work/ Institutional Training (if any) as evidenced by certificate issued by the concerned authorities.

19. Malpractices in Examinations

In case a candidate is caught under malpractice, he/she has been restricted to appear for further exams and the candidate Hall Ticket will be seized.

All cases of malpractice by the students in the examinations (ESE and CIA) will referred by the COE to **Malpractice detection cell,** which constituted for the purpose. The Committee will consist of Three Members representing the Faculty of Science, Commerce and Humanities / Language, the members will be nominated by the Principal.

The committee will monitor all cases of malpractice and will take to Principal's consideration and action will be taken for each case.

20. Ranking: A candidate who qualifies the UG degree course passing all the examinations in the first attempt within the minimum period of prescribed course of study from the date of admission to the course and secures I or II class shall be eligible for ranking and such ranking shall be confined to 10 % of the total number of candidates qualified in that particular branch of study, subject to a maximum of 10 ranks. The improved marks have not be taken into consideration for ranking.

21. A. Question Paper Pattern: The question paper patterns shall be followed for CBCS pattern syllabi for the candidates admitted from the academic year 2017-18 are provided **in syllabi itself.**

The following question paper patterns will be followed for the PG candidates.

Maximum 100 Marks – wherever applicable			
Section A	Multiple choice questions with four options	10*1=10	10 questions – 2 each from every unit
Section B	Short answer questions of either / or type (like 1.a (or) b)	5*6=30	5 questions – 2 each from every unit
Section C	Essay-type questions of either / or type (like 1.a (or) b	5*10=50	5 questions – 2 each from every unit
Section D	Analytical type question (compulsory)	1*10=10	1 question from any unit

21. B. Percentage of Marks in Bloom's Taxonomy Standard Level

Level	**Section A (10)**	**Section B (60)**	**Section C (100)**	**Section D (10)**	**Total Mark (180)**
Remembering	2	12	20	0	34(18.89%)
Understanding	2	12	20	0	34(18.89%)
Applying	2	12	20	0	34(18.89%)
Analyzing	2	12	20	0	34(18.89%)
Evaluating	2	12	20	0	34(18.89%)
Creating	0	0	0	10	10 (5.55%)

Note: Either or choice questions also should be in the same level, Total 180 marks

22. Syllabus: The syllabus for various courses shall clearly demarcated into five viable units in each paper/subject.

23. Revision of Regulations and Curriculum: The above Regulation and Scheme of Examinations shall be in vogue without any change for a minimum period of three years from the date of approval. The college may revise /amend/ change the Regulations and Scheme of Examinations, if found necessary.

24. **Provision for Appeal**: There shall be a provision to Appeal for a candidate who may be dissatisfied with the Grade he/she awarded. He/she can approach the Grievance Cell with the written submission together with all facts, the assignments, and test papers etc, which evaluated. He/she can do before the commencement of end semester examination. The Grievance Cell is empowered to revise the grades if the case is genuine and empowered to penalize the candidate if his/her submission is to found to be baseless and unduly motivated. The composition of the grievance cell is as follows.

1. The Principal
2. One senior faculty member (other than those concerned with the evaluation of the course concerned).
3. One senior faculty members / subject experts.

25. Re-Totalling: Candidates of all courses are eligible to apply for Re-totalling of their marks. Application form can obtain from the Controller of Examination Section along with a request letter. The filled application should submit to the Controller of Examination Section along with the Photocopy of their mark sheets with the prescribed fees within one week. The Re-totalling result will send to the concerned Head of the Department within 15days.

26. Re-Valuation

Original Mark Statement should not enclose. Enclose the photocopy of the Internet Result along with the application. Requisition for revaluation must reach the Controller of Examinations within 7 DAYS from the date of publication of results. There is no provision for revaluation of practical examination. Papers Incomplete / defective application will reject and the revaluation fee will not refund. The application duly filled in should submit to the Controller of

Examinations only through the Principal. Re-valuation result will send to the concerned Head of the Department.

27. Photocopy of the Valued Answer Scripts

Students of all UG Programme have permitted to obtain their photocopy of valued answer papers where single valuation is adopted. The filled application should submit to the Controller of Examination Section along with Photocopy of their mark sheet within one week. Students should apply either for revaluation or for photocopy of the answer script.

28. Supplementary Exam: Supplementary examination will conduct after the IV semester for the students who have failed in only one subject.