



**SENGAMALA THAYAAR EDUCATIONAL TRUST WOMEN'S COLLEGE**  
(AUTONOMOUS)  
(Accredited by NAAC ) | (An ISO 9001:2015 Certified Institution)  
SUNDARAKKOTTAI, MANNARGUDI – 614 016

**AUTONOMY MANUAL**  
**2021**



*Arise, Awake and Stop not till the Goal is Reached"*

- Swamy Vivekanandha



**AUTONOMY MANUAL**

**2021**

**Programmes of Study Under CBCS**

**Examination and Evaluation**



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## **HISTORY OF THE COLLEGE**

Mannargudi or Raja Mannarkoil which derives its name from the Presiding Deity of the town Sri Rajagopalaswamy is a century old Municipality in the heart of the old undivided Thanjavur District and which is now one of the important towns of Thiruvarur district, Tamil Nadu, India.

Our College has taken the name of Sri Sengamala Thayaar, the Divine Consort of Sri Rajagopalaswamy. Though there is one Government College in Mannargudi, the need for an exclusive Women's College has always been keenly felt. Swami Vivekananda said to Indian women that they should light up the lamp of knowledge and become fearless, compassionate, large hearted and acquire practical efficiency. As women prove their efficiency in various fields, including the Air Force, our founder Late. Srimathi Krishnaveni, wife of Late. Sri Vivekanandan, decided to fulfill the long felt educational need of the people of Mannargudi and its surrounding taluks.

Our Managing Trustee, Dr. V. Dhivaharan, as his name indicates has brought light to educate the women especially to dispel the darkness of ignorance. Dr. V. Dhivaharan whose educational ideas are firmly rooted in the traditional culture of our country is a man of eminence and an epitome of efficiency. The College was started on 27-08-1994 because of his tireless hard work.

The College has as its motto "ARISE AWAKE AND STOP NOT TILL THE GOAL IS REACHED", one of the world famous utterances of Swami Vivekananda who was born to regenerate India. The College will Prove Worthy of such a noble motto. The students will prove themselves to be the strong pillars of a glorious future in India.

Education in its real sense aims not merely at the enlargement of intellectual horizons but also at imparting culture and refinement, marking us conscious of our moral and social responsibilities. The College offers useful job oriented courses with the grace of the Divine Mother and it strives hard to adopt the golden words of Swami Vivekananda, "Educate our women first and leave them to themselves".

## **VISION**

To blossom into a Centre of Excellence in Higher Education and Research, targeting the women students of the downtrodden and economically weaker section of the society, so as to enlighten, empower and make them instrumental in creating a par excellent society.

## **MISSION**

- ❖ Creating an academic environment by providing modern infrastructure facilities and current advancement in humanities, science and technology
- ❖ Providing not only quality education but also inculcating discipline and moral values

## **OBJECTIVES**

- To provide higher education to the women students of the rural and economically weaker sections of the society
- To provide sophisticated infrastructure facilities for teaching, learning and research
- To adopt recent technological advancements and innovations in teaching- learning processes through ICT so as to make them competent
- To work consistently towards achieving excellence in the teaching and learning process in the institution
- To promote knowledge through research, both in basic and applied areas of Science and Technology and to disseminate such knowledge through publications, extension activities and consultancy services
- To inculcate positive attitude, intellectual abilities, reflective personal growth, leadership qualities and to develop service-oriented mind set of women in the process of teaching and learning
- To establish collaboration with advanced centers of education and research, industries, corporates through Memorandum of Understanding
- To provide value based higher education to women so as to make them socially responsible and
- Ultimately, the women students will be empowered through holistic development for nation building

## IMPLEMENTATION OF AUTONOMY

The UGC document on the profile of the higher education in India clearly states that ‘the only safe and better way to improve the quality of Under Graduate education is to delink the most of the colleges from the affiliating structure. Colleges with the academic and operative freedom are doing better and have more academic credibility. In the affiliating system, the regulations of the University have affected the freedom and academic development of individual colleges. Colleges that have the potential for offering programmes of a higher standard do not have the freedom to offer them. Hence it becomes essential to create an intellectual climate that permits academic freedom to the teacher and the institution, which is a crucial requirement for the development of the intellectual climate of our country. Keeping these points in view, this institution acquired autonomous status with the following aim and objectives:

### **Aim**

Designing, structuring, restructuring, and providing quality education and effective implementation of the curricula within the purview of the parent university, so as to meet the needs of the institutions / industries / community, and to empower the nation through empowering the rural women students.

### **Objectives**

- To design, redesign, structure and restructure the curricula, within the purview of the parent university to suit the needs of the society/industry/institutions
- To device teaching methods and to use ICT enabled teaching- learning protocols so as to achieve quality in education
- To device the methods of assessment and evaluation of the performance of the students as a continuous process and to conduct examination and publication of results
- To streamline the projects/research activities so as to enhance the curiosity and innovative ideas among the students
- To promote institution-industry relationships, healthy practices, community services, neighbourhood programmes, extension and other part-V activities for the benefit of the society and nation at large
- To expose the students and teachers to recent developments in humanities, arts and Science through Seminar/Conferences/Workshops so as to create an environment of global competitiveness

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### 1. PROGRAMMES OF STUDY SINCE 1994

S.No.	Year of Establishment	Programmes Offered
1.	1994	B.A., Economics
2.	2011	B.A., English
3.	1994	B.B.A
4.	1994	B.Com
5.	1994	B.Sc., Computer Science
6.	1994	B.Sc., Mathematics
7.	1995	B.Sc., Microbiology
8.	1995	B.Sc., Biochemistry
9.	1996	B.Sc., Nutrition and Dietetics
10.	2004	B.Sc., Physics
11.	2004	B.Sc., Chemistry
12.	2017	B.C.A
13.	2007	M.A., Economics
14.	2014	M.A., English
15.	2004	M.Com.,
16.	1997	M.Sc., Computer Science
17.	2001	M.Sc., Information Technology
18.	2002	M.Sc., Food Service Management & Dietetics
19.	1998	M.Sc., Biochemistry
20.	1998	M.Sc., Microbiology
21.	2002	M.Sc., Mathematics
22.	2007	M.Sc., Physics
23.	2007	M.Sc., Chemistry
24.	2001	MCA.,
25.	2001	MBA.,
26.	2016	PG Diploma
27.	2002	M.Phil., Biochemistry

<b>28.</b>	<b>2002</b>	<b>M.Phil., Microbiology</b>
<b>29.</b>	<b>2011</b>	<b>M.Phil., Commerce</b>
<b>30.</b>	<b>2011</b>	<b>M.Phil., Computer Science</b>
<b>31.</b>	<b>2017</b>	<b>M.Phil., Economics</b>
<b>32.</b>	<b>2011</b>	<b>Ph.D., Biochemistry</b>
<b>33.</b>	<b>2006</b>	<b>Ph.D., Microbiology</b>
<b>34.</b>	<b>2011</b>	<b>Ph.D., Computer Science</b>
<b>35.</b>	<b>2017</b>	<b>Ph.D., Commerce</b>



## 2. PROGRAMMES OF STUDY - 2021

### 2.1 ELIGIBILITY FOR UG PROGRAMME

#### (a) For Admission:

A pass in the Higher Secondary Examination (10 + 2) (Academic / Vocational Stream) conducted by the Government of Tamil Nadu; or an examination accepted as equivalent thereto by the Syndicate, subject to such conditions as may be prescribed therefore.

#### A) ARTS

Sl. No.	Name of the Programmes	Eligibility
1.	B.A., Economics	A pass in 10 +2
2.	B.A., English	A pass in 10 +2
3.	B.B.A.,	A pass in 10 +2

#### B) SCIENCE

Sl. No.	Name of the Programmes	Eligibility
1.	B.C.A.,	A Pass in 10 +2 with Mathematics as one of the core subject
2.	B.Sc., Computer Science	
3.	B.Sc., Biochemistry	A Pass in 10 +2 with Chemistry and Biology
4.	B.Sc., Chemistry	A Pass in 10 +2 with Chemistry as one of the core subjects
5.	B.Sc., Mathematics	A Pass in 10 +2 with Mathematics as one of the core subject
6.	B.Sc., Microbiology	A Pass in 10 +2 with Biology as one of the core subject
7.	B.Sc., Nutrition & Dietetics	A Pass in 10+2 with Biology and Chemistry/ Nursing / Nutrition in Vocational stream, with not less than 50 % marks in aggregate
8.	B.Sc., Physics	A Pass in 10 +2 with Physics and Mathematics

## C) COMMERCE

Sl. No.	Name of the Programmes	Eligibility
1.	B.Com.,	<p>A pass in 10+2 with Commerce and Accountancy. 20% of seats may be reserved for Vocational Stream</p> <p>The candidate who has passed Diploma in Commerce or Modern Office Practice (3 years) or equivalent awarded by Directorate of Technical Education / National Council of Vocational Training is eligible for lateral entry to 2<sup>nd</sup> Year</p>

**ii) For the Degree :** The candidates shall have subsequently undergone the prescribed course of study in a college affiliated to this University for a period of not less than three academic years (six semesters), passed the examinations prescribed and fulfilled such conditions as have been prescribed thereof.

## a) UG Programmes offered (Semester Pattern)

## i) ARTS PROGRAMME:

- Economics
- English
- Business Administration (BBA)

## ii) COMMERCE

- B.Com

## iii) SCIENCE PROGRAMME:

- Mathematics
- Physics
- Chemistry
- Computer Science
- Computer Applications(BCA)
- Biochemistry
- Microbiology
- Nutrition and Dietetics

## 2.2 ELIGIBILITY FOR PG PROGRAMME

### i) For Admission

A candidate who is a graduate of this University or any recognized University in the main subject/subjects as given below against each or who has passed an examination accepted by the Syndicate, as equivalent thereto is eligible for admission.

#### A) ARTS

Sl. No.	Name of the Programmes	Eligibility
1.	M.A. English	A pass in B.A. English Literature
2.	M.A. Economics	A pass in B.A. Economics or B.Sc. Econometrics

#### B) COMMERCE

Sl. No.	Name of the Programmes	Eligibility
1.	M.Com.	A pass in B.Com. / Bank Management / Computer Applications / Financial Management / B.Com. (Applied) / Co- Operation / B.B.A. and other related Programmes equivalent to B.Com.

#### C) MANAGEMENTSTUDIES

Sl. No.	Name of the Programmes	Eligibility
1.	M.B.A.	A pass in any Degree

#### D) SCIENCE

Sl. No.	Name of the Programmes	Eligibility
1.	M.C.A.	Candidates who have passed B.C.A / Bachelor degree in Computer Science and Engineering or equivalent degree or Passed B.Sc. / B.Com. / B.A. with Mathematics at 10+ 2 level or at graduation level. Obtained at least 50% of marks (45% marks in case of candidates belonging to reserved category) in the qualifying examination.

2.	<b>M.Sc., Bio-Chemistry</b>	<b>Candidates who have passed bachelor level examination in Botany / Zoology / Biochemistry / Biotechnology / Microbiology / Genetics / Medicine / Agriculture / Life Sciences / Chemistry / Pharmacy from any recognized university in India or abroad</b>
3.	<b>M.Sc., Chemistry</b>	<b>A pass in B.Sc. Chemistry</b>
4.	<b>M.Sc., Computer Science</b>	<b>B.Sc. Computer Science /B.Sc. Information Technology /B.C.A. / B.Sc. Software Development of this University or from a recognized University or an examination accepted by the Syndicate as equivalent thereto</b>
5.	<b>M.Sc., Food Service Management &amp; Dietetics</b>	<b>Degree in Home Science, Food and Nutrition, Food Science and Technology, Food Science and Nutrition, Nutrition and Dietetics and other related disciplines in home Sciences viz, Clinical Nutrition and Dietetics, Nutrition, Food Service Management and Dietetics, with not less than 50 % marks in aggregate for Part III from a recognized University' rules</b>
6.	<b>M.Sc., Information Technology</b>	<b>B.C.A. / B.Sc. Computer Science / B.Sc. Information Technology / B.Sc. Software Development or any other degree (with Mathematics as an allied subject / Major subject) or (Computer Science with Mathematics or Business Mathematics or Statistics at +2 level) of this University or from a recognized University or an examination accepted by the Syndicate as equivalent thereto</b>
7.	<b>M.Sc., Mathematics</b>	<b>A Pass in B.Sc. Mathematics</b>
8.	<b>M.Sc., Microbiology</b>	<b>A pass in B.Sc. with Bio Technology / Bio Chemistry / Botany / Zoology / Microbiology/ Bioinformatics / Biology / Life sciences / B.Sc. with Biological Sciences as one of the subjects (B.E. / B.Tech in Biotechnology) / B.Pharm / B.Sc., Agriculture/B.Sc., Horticulture</b>
9.	<b>M.Sc., Physics</b>	<b>A Pass in B.Sc. Physics / B.Sc. Electronics /Applied Physics / Four year Physics (Honours)</b>

**ii) Degree**

The candidates shall have subsequently undergone the prescribed programme of study in a College affiliated to this University for not less than two academic years comprising 4 semesters, passed the examinations prescribed and fulfilled such conditions as have been prescribed thereof.

**2.3 PART – V EXTENSION AND EXTRA CURRICULAR ACTIVITIES**

All under-graduate students should enroll themselves in any one of the following extracurricular activities.

<b>Sl. No.</b>	<b>CLUB Name</b>	<b>Sl. No.</b>	<b>CLUB Name</b>
<b>1.</b>	<b>NSS</b>	<b>5.</b>	<b>Fine Arts Association</b>
<b>2.</b>	<b>Red Ribbon Club</b>	<b>6.</b>	<b>Student Exnora</b>
<b>3.</b>	<b>Youth Red Cross</b>	<b>7.</b>	<b>Sports and Games</b>
<b>4.</b>	<b>Rotaract Club</b>		

### 3. EXAMINATION AND EVALUATION

#### 3.1 EXAMINATION AND EVALUATION OF STUDENTS

The evaluation of a student in a particular course is based on her performance both in the Formative and Summative Assessment. A student should pass both the assessments to complete a course.

- i) Formative Assessment - Continuous Internal Assessment (CIA)
- ii) Summative Assessment - End Semester Examinations (ESE)

#### Definitions :

TERMS	DEFINITIONS
Programme	<b>“Programme” means core degrees offered in various disciplines</b>
Course	<b>“Course” refers to the courses offered under the degree programme spread over the complete Programme of study as under</b>
	<b>Part I</b> means <b>“Tamil/Other languages” offered under the programme</b>
	<b>Part II</b> means <b>“English” language offered under the programme</b>
	<b>Part III</b> means <b>“the Core Subjects” related to the programme concerned including practicals</b>
	<b>Part III Allied</b> means <b>“Allied Subjects” offered as allied, which is interdisciplinary in nature but related to the programme</b>
	<b>Part III- Electives</b> means <b>“Elective Subjects” related to the Core Subjects of the program concerned.</b>
	<b>(i) Basic Tamil / Advanced Tamil</b> <b>a) Basic Tamil I &amp; II for other language students</b> <b>b) Advance Tamil I &amp; II for those who studied Tamil upto 10 or +2 but opt for other languages in degree programme</b>
	<b>“Non-Major Elective Course” is an option being given to students who do not come under the above categories.</b>
	<b>“Skill Based Elective Course” means the courses offered under the programme related to Advanced Skill acquisition for industrial application.</b>

		<p>“General Interest Course” (GIC) means courses offered as</p> <p>a) Environmental Studies</p> <p>b) Value Education – Moral Instructions / Religious Instructions</p> <p>c) Soft skills – course offered in V semester, under programme related to life skills</p>
	<b>Part V :</b>	<p>(i) “Extension Activities” means all those activities which form part of NSS / RRC/ YRC / Rotaract Club/ Fine Arts Association / Students Exnora / Sports and Games other ‘Co’- curricular and ‘Extra’ Curricular activities.</p> <p>(ii) Gender Studies</p>
Credits	means the weightage given to each course of study (subjects) attributed by the experts of the Board of Studies concerned	
Credit System	means, the course of study under this pattern, where weightage of credits are spread over to different semesters during the period of study. The Cumulative Grade Point Average will be awarded based on the credits earned by the students.	

The following are the total credit points:

<b>For Undergraduate Programme (Three Years)</b>	<b>: 140 credits</b>
<b>For Postgraduate Programme (Two Years)</b>	<b>: 90 credits</b>
<b>MBA</b>	<b>: 120credits</b>
<b>MCA</b>	<b>: 90credits</b>

### **Choice Based Credit System (CBCS):**

All the Under Graduate and Post Graduate Programmes offered by the college will be based on a Credit System offered under the Choice Based Credit System (CBCS). The CBCS system accelerates the teaching - learning process and enables vertical and horizontal mobility in learning. The credit based semester system provides flexibility in designing curriculum and assigning credits based on the course content and hours of teaching. The choice based credit system provides a 'cafeteria' type approach. More elective options are given and the students have the opportunity to choose their electives on their own wish. It enhances the employability skills.

### 3.2 FORMATIVE EVALUATION- CONTINUOUS INTERNAL ASSESSMENT (CIA)

The evaluation of a student in a particular course is done based on her performance both in the

- (i) Continuous Internal Assessment (CIA) and (ii) The End Semester Examinations (ESE).

#### 3.2.1 INTERNAL TESTS:

There will be two centralized Internal Tests, for each course in a semester. Each test will be of three hours duration.

INTERNAL TESTS	PORTIONS	AFTER
I	Unit I, II & III	50 Working Days
II	Unit I, II, III, IV & V	80 Working Days

#### QUESTION PATTERN FOR CIA

SECTIONS	MARKS ALLOTTED	CHOICE OF QUESTIONS
A	<ul style="list-style-type: none"> <li>10 Questions x 2 Marks</li> <li>20 Marks</li> </ul>	<ul style="list-style-type: none"> <li>Two questions from each unit</li> </ul>
B	<ul style="list-style-type: none"> <li>5 Questions x 5Marks</li> <li>25 Marks</li> </ul>	<ul style="list-style-type: none"> <li>Two questions from each unit (either or choice)</li> </ul>
C	<ul style="list-style-type: none"> <li>3 Questions x 10Marks</li> <li>30 Marks</li> </ul>	<ul style="list-style-type: none"> <li>Three out of 5 questions</li> <li>One question from each unit</li> </ul>

#### Absentees for Internal Tests:

If a student is not able to write the Internal Tests because of her participation in an important event related to NCC, NSS or Games/Sports representing the College/University, the student has to get the prior permission of the Principal through the proper channel and submit the same to the Office of the Controller of Examinations. Retest request should be submitted to the COE's Office within **7 days after the completion of internal test. Applications submitted after the deadline will not be considered for retest.** Retest will be conducted for the students those who didn't appear for the internal tests due to unavoidable circumstances.



### 3.2.2 COMPONENTS OF CIA:

The CIA has components such as Attendance, Assignments, Seminar, Quiz / Group Activity, Internal Tests etc. The breakup for various components of CIA is to be made to a maximum of 100. Finally the total marks scored by the students in CIA are to be reduced to a maximum of 25 and 40 for Theory and Practical respectively.

Graduation	Passing Minimum in CIA		Passing Minimum in ESE		Total Passing Minimum (100 Marks)
	Theory (25 Marks)	Practical (40 Marks)	Theory (75 Marks)	Practical (60 Marks)	
UG	10	16	30	24	40
PG	10	16	30	24	50

### CIA CALCULATION – UG & PG

#### a) THEORY – 25 MARKS

Components	Tests		Marks Based on Two Internal Tests	Attendance	Seminar/ Quiz	Assignments	Total	CIA
	I	II						
Marks	75	75	50	10	10	30	100	25

$$\text{Total CIA Marks} = \frac{\text{Marks Obtained}}{100} \times 25$$

#### b) PRACTICALS – 40 MARKS

Components	Tests		Marks Based on Two Internal Tests	Observation	Practical skills	Attendance	Total	CIA
	I	II						
Marks	60	60	50	20	20	10	100	40

$$\text{Total CIA Marks} = \frac{\text{Marks Obtained}}{100} \times 40$$

**a) Attendance: 10 marks**

Attendance is mandatory. Marks proportionate to the number of days of absence will be reduced from the maximum, and if a student has attendance less than 50% of the total number of working days, he/she will lose the entire marks for attendance.

**For UG and PG Programmes**

Attendance	Marks
90 % – 100 %	10
75 % – 89 %	9
65 % – 74 %	8
50 % – 64 %	7
Below 50 %	Not Eligible to appear for the Examination

**a) Consolidation of CIA**

Consolidation of CIA marks should be done in the department within five days after completion of the Internal Tests. CIA mark statements are to be sent to the Office of the Controller of Examinations after being acknowledged and signed by the Subject incharges and the Head of the Departments. Changes cannot be made in the mark statements, once when they are submitted to the COE's Office. **If a student fails to get the passing minimum in CIA in a particular course, she can improve the CIA in the subsequent semesters, however, she is eligible to appear for the ESE in that course.**

**b) CIA IMPROVEMENT RULES (To reappear in CIA)**

CIA can be cleared by improving the CIA marks in the subsequent semesters for a maximum of 3 courses. If a student has 4 or more courses for CIA improvement, she can clear them only after the completion of the programme. To clear CIA, students have to submit an application form to the COE's office within 20 days from the date of results published. A prescribed fee has to be paid.

Students who have any grievance or complaint with respect to CIA, can appeal to the Grievance Redressal Committee for redressal.

### 3.3 CONDONATION AND RE-DO SEMESTER

ATTENDANCE	ELIGIBILITY
75% and Above	Eligible to write ESE
65% to 74%	Condonation
50% to 64%	Condonation (Medical Certificate has to be produced)
Below 50%	Not eligible to write ESE

- ✦ Condonation is granted by the Principal on the basis of recommendation of the Staff Council and the facts of every individual case. If the condonation is not sanctioned for some reason, the candidate cannot appear for the particular End Semester examination; but she is eligible to write the papers in the subsequent respective End Semester Examinations
- ✦ Students who have not earned 50% of attendance during the first semester cannot continue the programme in the second semester and they may apply for re-admission to the programme in the next academic year
- ✦ Students who have not earned 50% of attendance in the II / III / IV / V / VI semester, are not eligible to appear for the End Semester Examinations. They shall re-do the semester after the completion of the programme. However they can write the arrear papers if any
- ✦ While re-doing the Semester, the candidates should follow only the syllabus in force for the respective semester
- ✦ For re-doing the Semester, the candidate has to apply to the University, through the Principal in the prescribed form available in the College office, at least one month before the commencement of the semester concerned
- ✦ A student can have at the most two break semesters for UG and one for PG during the entire period of the course

### 3.4 PROJECT AND INTERNSHIP

#### 3.4.1 PROJECT:

##### Final Year Project Report Guidelines:

Project work has been designed as a partial requirement for the completion of the UG and PG Programme during the last semester. The project is a module that provides the students with the opportunity to design, undertake or conduct a group (preferably be 3 and not more than 5 students) by the UG student and an independent, exclusive project by the PG student under the guidance of a supervisor. The supervisors (project guides) may be assigned to each project group/student by the concerned Head of the Department. A project report should be submitted as part of the module and this should be complemented with a project presentation. Plagiarism is strictly prohibited.

##### Objectives of Project Work:

- (i) To train the student to independently formulate and solve a social, philosophical commercial, or technological problem and present the results in written and oral form.
- (ii) To expose students to the real life problems in the World of Work.
- (iii) To provide opportunities to students to interact with people and understand human relations

##### Evaluation of Project Work:

- (i) During the project work, its progress will be monitored on monthly basis by the internal guide.
- (ii) At the end of the project, student should prepare written document of her work in the form of Project Report.
- (iii) 2 copies of the Project Report has to be submitted to the COE office (1 copy to be retained by the student and 1 copy to the department)
- (iv) End Examination shall be based on Project Report, Presentation and Viva Voce.

Project work Assessment Plan		Maximum Marks
<b>Internal Assessment</b>	Project Proposal	<b>10</b>
	Mid Term Evaluation	<b>05</b>
	Final Evaluation	<b>10</b>
	<b>Overall internal Marks</b>	<b>25</b>
<b>External Assessment</b>	Thesis Evaluation	Done by both <b>40</b>
	Viva Voce	Internal and External Examiners <b>35</b>
	<b>Overall External Marks</b>	<b>75</b>
<b>Total</b>		<b>100</b>

### **3.4.2 NON – SUBMISSION OF PROJECT / DISSERTATION**

All Post Graduate students shall submit their Project Reports at the end of the final semester, as a fulfilment of the partial requirement for the completion of the Programme. For any valid reason, if a student is not able to submit her Project report, she will be given special extension period of one month for submitting it. In such cases, the entire expense for conducting a separate viva-voce has to be borne by the student. Otherwise, she can appear for the viva-voce at the end of the subsequent academic year.

### **3.4.3 INTERNSHIP**

Apart from the credit-bearing courses offered by the college, students have opportunities to take part in the Internship Programme organized by the Department. Internship Programme intends to provide experiential learning to integrate knowledge and theory of extension education with practical application and skill development in a professional setting. Internships give students the opportunity to learn recent advances in extension education, gain valuable applied experience and facilitate to develop the professional network among the stakeholders.

### **3.5 SUMMATIVE EVALUATION - END SEMESTER EXAMINATIONS (ESE)**

1. All those students who have put in the required number of days of attendance are eligible to appear for the ESE irrespective of whether they have passed in the CIA or not. They have to pay the examination fees for all the current and the arrear courses, if any, and submit the application form before the due date, specified for the purpose. For any reason the dates will not be extended. Hall tickets will be issued only for those who have paid the fees.
2. The question papers for the ESE for all **Theory Courses** will be set for 75 marks and **Practical courses** will be set for 60 marks.
3. The students must bring the Hall Ticket and their College ID card to every session of the End Semester Examinations for verification.
4. Students can bring into the Examination Hall only ordinary Scientific / Engineering calculators. They can use the mathematical, statistical or any other Table, (if required) **provided by the College** during the ESE.

**Students are not allowed to bring programmable calculators / mobile phones or any other electronic communication devices or unwanted materials into the examination hall.**

**3.5.1 GRIEVANCES REGARDING END SEMESTER EXAMINATIONS QUESTION PAPERS**

If there is any problem in the question paper, students have the provision of filing their grievances in a prescribed form available with the Controller of Examinations and the filled-in form must be submitted within two hours of completion of the examination. The grievances are then forwarded to the respective Head of the Department and she would seek the opinion/comments of the subject teacher. The Head of the Department will give her comments on the teacher's response to the grievances, when the HOD is not available for any reason, the next senior teacher of the Department would take up this responsibility.

**3.5.2 DISCIPLINARY ACTION FORMAL PRACTICE:**

Malpractice by students during the Internal Tests and End Semester Examinations will be viewed seriously. All reported cases of malpractice during Internal Tests, End Semester Examinations in Theory and Practicals, Project Viva-Voce, Field Work, Internship etc. will be referred to the Disciplinary Action Committee (DAC). The Committee will enquire the candidate in the presence of her parent/s and take an appropriate decision regarding the punishment to the candidate. The decision taken by the DAC will be final and binding. Students, found guilty of malpractice, will be **debarred** from writing **two consecutive End Semester Examinations** immediately following the one in which they were caught formal practice.

**3.5.3 END SEMESTER EXAMINATIONS ARREARS**

Students, who fail in any course (both Theory and Practical) in the End Semester Examinations, shall be permitted to write their arrear examinations in the next respective semester only.

**3.5.4 VALUATION OF ANSWER SCRIPTS OF END SEMESTER EXAMINATIONS**

Central Valuation of answer scripts is followed. For all UG programmes, there will be only one valuation done by a Board of External Examiners. For PG programmes, there will be double valuation - the first valuation is done by the Board of Internal Examiners consisting of teachers who teach the courses and the second valuation is done by the Board of External Examiners consisting of teachers from other Colleges and Universities nominated by the Controller of Examinations. If the marks of the two valuations agree within the prescribed margin, the average marks will be taken as final marks. In cases, where the difference between the first and second valuation is more than 15 marks, a third examiner will value such scripts and the average of the two nearest marks will be taken as the final score. If one of the marks stands exactly in midway between the other two, then that mark is taken as the final marks.

**3.5.5 TATKAL SYSTEM**

Students who urgently need marks statement, consolidated mark statement and transcript to pursue higher studies or to apply for jobs can avail Tatkal system and can get the required certificates within 24 hours

<b>Fee for Consolidated Mark Statement</b>	<b>: Rs. 1000 / -</b>
<b>Fee for Transcript</b>	<b>: Rs. 500 /-</b>
<b>Additional Copy</b>	<b>: Rs. 200 /-</b>

**(Subject to change)**

**3.5.6 REVALUATION FOR THE END SEMESTER EXAMINATIONS (UG AND PG)**

Revaluation is allowed in **UG / PG programmes** as per the following guidelines.

- A candidate can apply for revaluation/transparency of a maximum of two theory courses of the current semester
- Students should apply for revaluation in the prescribed form available in the Controller's Office through the HOD within 7 days of the publication of the results

<b>Fee for Transparency (UG &amp; PG)</b>	<b>: Rs. 400 /- (each course)</b>
<b>Fee for Revaluation - UG</b>	<b>: Rs. 500 /- (each course)</b>
<b>PG</b>	<b>: Rs. 600 /- (each course)</b>

**(Subject to change)**

- The candidate should apply for Revaluation / Transparency in the prescribed form available in the Controller's Office or download it from the college website
- No revaluation for online examinations

**No application for revaluation will be taken up for consideration if it is not duly recommended by the Principal and the Head of the Department concerned.**

**3.5.7 SUPPLEMENTARY EXAMINATIONS:**

The College will conduct Supplementary Examinations for the arrear students immediately after the publication of results of the End Semester Examinations. Arrear students (both Theory & Practical) can appear in the respective semesters only.

- ❖ Out gone Students, Malpractice and Redo category students are not eligible for Supplementary Examinations.
- ❖ Students have to apply to the Controller's Office within 15 days of the publication of the results.
- ❖ Fee for each course:

UG Programme – Rs. 750

PG Programme – Rs. 1000

**(Subject to change)**

### 3.5.8 POSTPONEMENT OF EXAMINATION

Any unexpected holiday declared by the Government or by any Local Authority after the publication of the examination time-table will not affect the Examination schedule unless otherwise specially notified by the College. Announcements regarding the postponement of Examinations due to unexpected events will be made through ERP or College Website.

### 3.6 TIME CEILING FOR COMPLETION OF DEGREE

- i) The candidates will be allowed to complete the UG/PG Programmes within two years from the completion of programme.
- ii) The extended time limit to complete the programme within a maximum of five years which also includes Redo /Readmission.

### 3.7 M.PHIL.,

M.Phil., (Full Time and Part Time) programmes are conducted as per the rules and regulations of Bharathidasan University (Refer: [www.bdu.ac.in/regulations/mphil](http://www.bdu.ac.in/regulations/mphil))

### 3.8 CHOICE BASED CREDIT SYSTEM (CBCS)

The Choice Based Credit System accelerates the teaching learning process and enables vertical and horizontal mobility in learning. The Credit based semester system provides flexibility in designing curriculum and assigning credits based on the course content and hours of teaching. More elective options are given and the students have the opportunity to choose their electives of their own choice.

### 3.9 GRADING

Once the marks of the CIA and semester examinations for each course are available, they will be added. The marks thus obtained will then be graded. From the second semester onwards the total performance within a semester and continuous performance starting from the first semester are indicated by Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA).

$$\text{GPA} = \frac{\sum_{i=1}^n C_i G_i}{\sum_{i=1}^n C_i}$$



- Where ‘Ci’ is the Credit earned for the Course i
- ‘Gi’ is the Grade Point obtained by the student for the Course i
- **CGPA = Average GPA of all the Courses starting from the first semester to the current semester**

**The GPA and the CGPA shall be calculated separately for the following three parts:**

- ❖ **Part I : LCs**
- ❖ **Part II : ELCs**
- ❖ **Part III : CCs, ACs, and ECs**

### **GRADING THE UG COURSES**

<b>MARKS</b>	<b>GRADE POINT</b>	<b>CGPA</b>	<b>LETTER GRADE</b>	<b>CLASSIFICATION</b>
90 and above	10	9.00 and above	O	Outstanding
80 to <90	9	8.0-8.99	A+	Excellent
70 to <80	8	7.0-7.99	A	Very Good
60 to < 70	7	6.0-6.99	B+	Good
50 to < 60	6	5.0-5.99	B	Above Average
40 to < 50	5	4.0-4.99	C	Average
Below 40	0	Below 4.0	RA	Re Appear

### **GRADING THE PG COURSES**

<b>MARKS</b>	<b>GRADE POINT</b>	<b>CGPA</b>	<b>LETTER GRADE</b>	<b>CLASSIFICATION</b>
90 and above	10	9.00 and above	O	Outstanding
80 to <90	9	8.0-8.99	A+	Excellent
70 to <80	8	7.0-7.99	A	Very Good
60 to < 70	7	6.0-6.99	B+	Good
50 to < 60	6	5.0-5.99	B	Above Average
Below 50	0	Below 5.0	RA	Re Appear