



**MUTHAYAMMAL COLLEGE OF ARTS AND SCIENCE**  
**(A Unit of VANETRA Group)**

**(An Autonomous Institution, Affiliated to Periyar University, Salem)**

**Office of the Controller of Examinations**

# **Examination Manual - 2021**

*Prepared by*

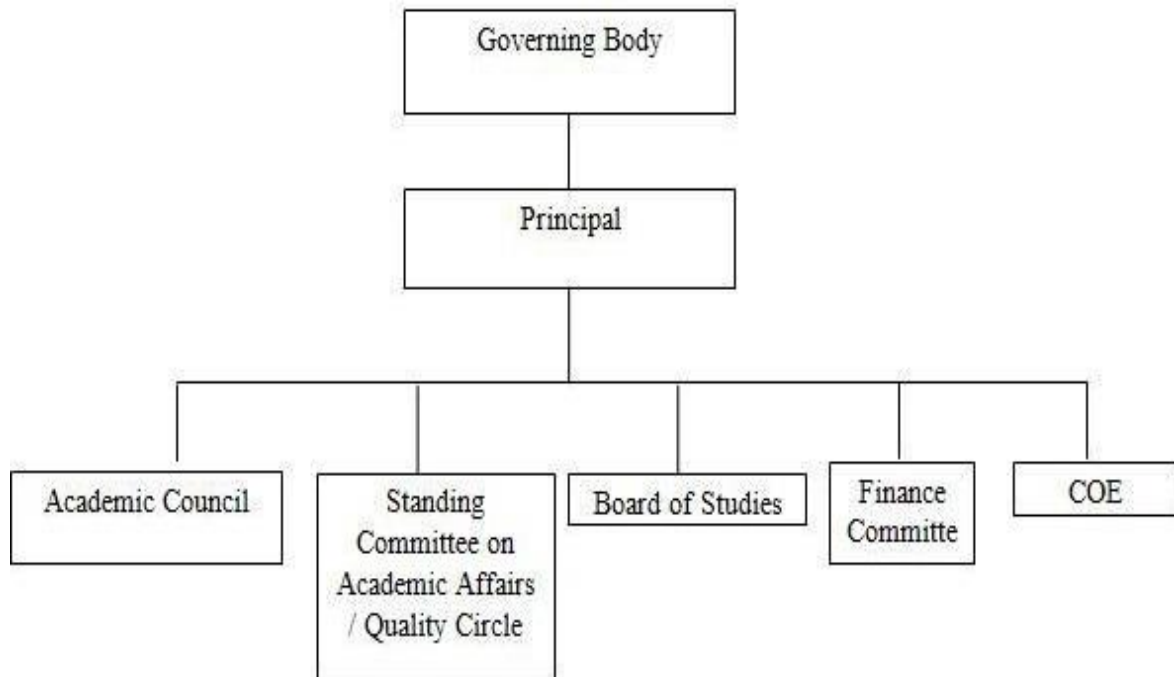
**Dr.S.P.Vijeikumar, Principal (Chief Controller of Examinations)**

**Dr.A.K.Saravanan, Controller of Examinations(i/c)**

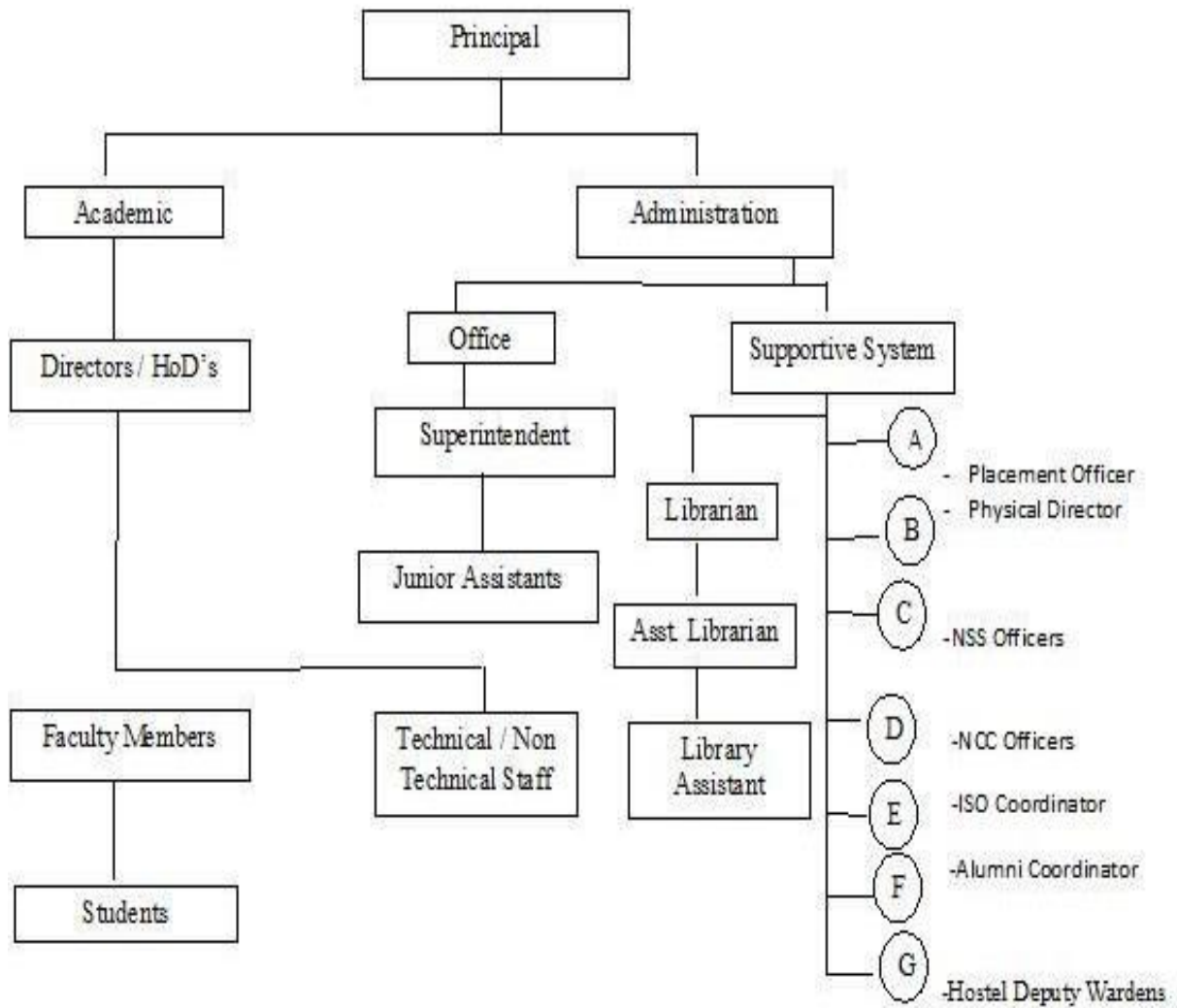
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# 1. ORGANIZATIONAL STRUCTURE – I

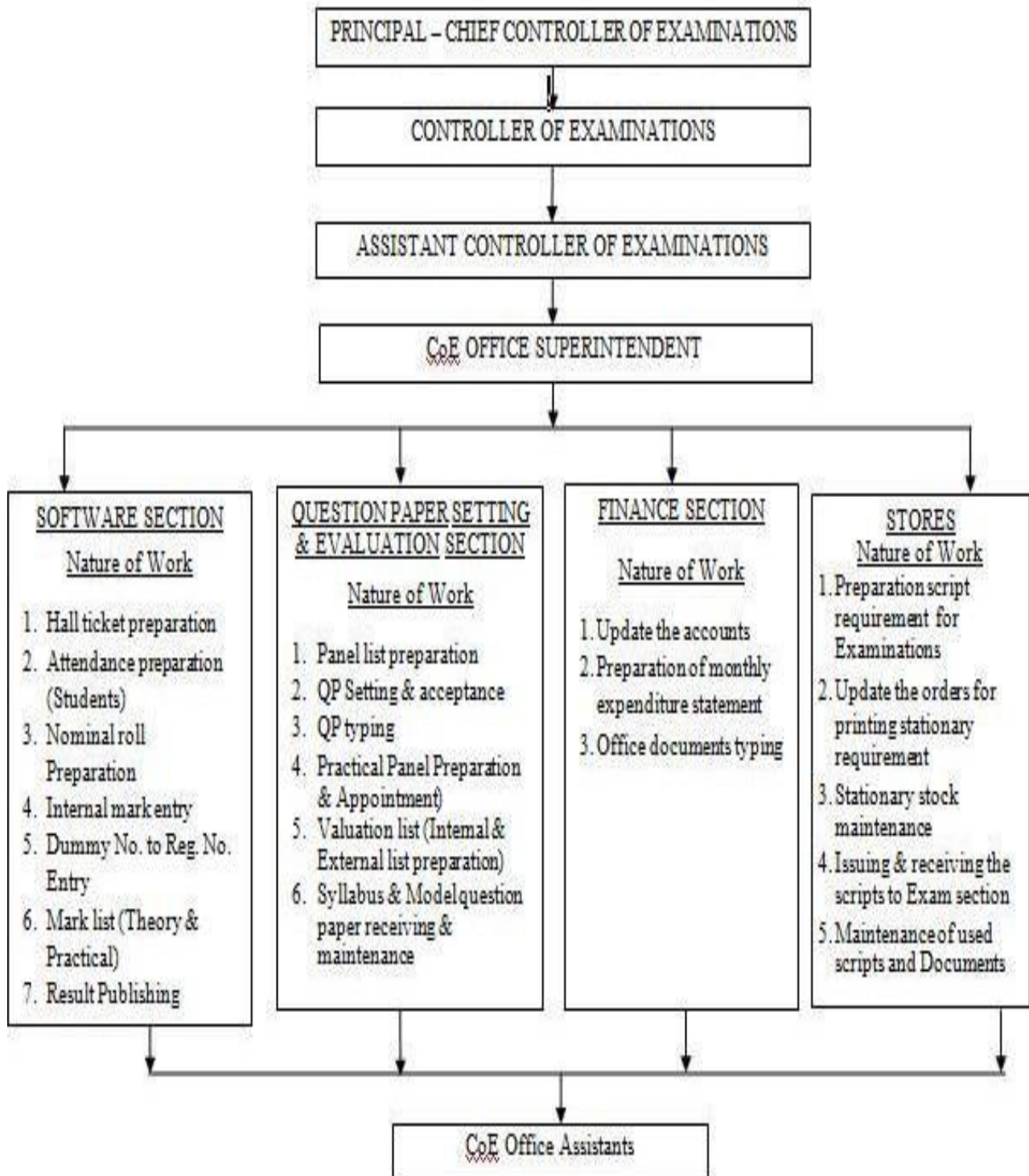


## ORGANIZATIONAL STRUCTURE - II



### 3. ORGANIZATIONAL STRUCTURE – III

#### ORGANIZATIONAL STRUCTURE FOR OFFICE OF THE CONTROLLER OF EXAMINATIONS



#### 4. Regulations:

These Regulations are applicable to all candidates admitted into UG and PG programmes from the academic year 2021- 2022 onwards.

#### 4.1 Preliminary Definitions:

- a. Programme means degree programme (i.e) B.A./B.Sc./B.B.A./B.C.A/M.Sc./M.A./  
M.Com
- b. Branch means specialization or discipline like English/Mathematics
- c. Course means Theory or Practical Subjects that are studied in a semester like Modern Literature/Real Analysis and Microbiology Laboratory/Computer Practical
- d. University means the affiliating university, Periyar University, Salem
- e. College means Muthayammal College of Arts and Science, Rasipuram, an Autonomous Institution affiliated to Periyar University, Salem.
- f. Head of the Institution means the Principal of the College

#### 5. Programmes Offered:

Under Graduation		
Programme Code	Degree	Branch of Study
UEN	BA	English
UMA	B.Sc.	Mathematics
UPH	B.Sc.	Physics
UCH	B.Sc.	Chemistry
UEL	B.Sc.	Electronics and Communication
UTF	B.Sc.	Textile and Fashion Designing
UMB	B.Sc.	Microbiology
UBC	B.Sc.	Biochemistry
UBT	B.Sc.	Biotechnology
UCS	B.Sc.	Computer Science
UCA	BCA	Computer Application
UCO	B.Com.	Commerce

UCC	B.Com(CA)	Commerce with Computer Application
UBA	BBA	Business Administration
UTF	B.Sc.	Textile and Fashion Designing
UHM	B.Sc.	Hotel Management and Catering Science
UST	B.Sc.	Statistics
UZO	B.Sc.	Zoology

<b>Post Graduation</b>		
<b>Programme Code</b>	<b>Degree</b>	<b>Branch of Study</b>
PMA	M.Sc.	Mathematics
PPH	M.Sc.	Physics
PMI	M.Sc.	Microbiology
PBC	M.Sc.	Biochemistry
PBT	M.Sc.	Biotechnology
PCS	M.Sc.	Computer Science
PCH	M.Sc.	Chemistry
PCM	M.Com.	Commerce
PEN	M.A.	English
PMB	M.Sc.	Medical Biochemistry
PEL	M.Sc.	Electronics and Communications
PTF	M.Sc.	Textile and Fashion Designing
POC	M.Sc.	Organic Chemistry

## **6. Duration of the Programme**

### **6.1. UG Programme**

The programme shall lead to the degree of Bachelor of Arts, Bachelor of Science, Bachelor of Computer Applications, Bachelor of Commerce and Bachelor of Business Administration of the Periyar University, Salem and spread over a period of six semesters. Three academic years will be divided into six semesters with two semesters per year. A student should complete arrear papers, if any, within three years from the completion of the programme.

## **6.2. PG Programme:**

The programme shall lead to the degree of Master of Arts, Master of Science, Master of Commerce of the Periyar University, Salem and spreads over a period of four semesters. Two academic years will be divided into four semesters with two semesters per year. A student should complete arrear papers, if any, within two years from the completion of the programme.

A student is ordinarily expected to complete the UG programme in three academic years, PG programme in two academic years, but in such cases where the student is unable to complete within the stipulated time period may complete within ten consecutive semesters (5 years) for UG programme and within six consecutive semesters (3 years) for PG programme. Each semester normally consists of 90 working days with 6 hours per day. The Principal shall ensure that every teacher imparts instructions as per the number of hours specified in the syllabus and ensures that the teachers teach and explain the full content of the specified syllabus.

## **7. Admission:**

Candidates for UG and PG programme shall be admitted as per norms prescribed by the University and Government of Tamilnadu.

## **8. Structure of the Programme:**

Each UG programme shall have a curriculum comprising theory and practical courses with a specified syllabus. The curriculum of each semester is a blend of theory courses not exceeding 5 and practical courses not exceeding 2 per semester. In addition, seminars, assignments and personality development programmes such as NSS, YRC, Sports and Games and extension activities shall be offered.

**8.1.** The medium of instruction and examinations shall be in English except for courses on languages other than English

**8.2.** Each UG programme shall have a curriculum comprising theory and practical courses with specified syllabus. The courses shall cover



- (i) Part – I Language - Tamil/Hindi/French
- (ii) Part – II Language - Communicative English
- (iii) Discipline Specific Course (DSC) / Core courses
- (iv) Discipline Specific Elective Courses (DSE) / Core Elective
- (v) Generic Elective Courses (GEC) / Allied Subject
- (vi) Ability Enhancement Compulsory Courses (AECC) –I / Professional English
- (vii) Ability Enhancement Compulsory Courses (AECC) –II / Yoga & EVS
- (viii) Skill Enhancement Courses (SEC) – I / NMEC
- (ix) Skill Enhancement Courses (SEC) – II / Skill Based Courses
- (x) Extension Activity
- (xi) Career Competency Skills
- (xii) Additional Credit Course (ACC) –I / Advanced Learners Courses)
- (xiii) Project (wherever applicable)

**8.3.** Each PG programme shall have a curriculum comprising theory and practical courses with specified syllabus. The courses shall cover

- (xiv) Discipline Specific Course (DSC) / Core courses
- (xv) Discipline Specific Elective Courses (DSE) / Core Elective
- (xvi) Generic Elective Courses (GEC) / IDC
- (xvii) Human Rights
- (xviii) Non Credit Courses (Career Competency Skills
- (xix) Additional Credit Course (ACC) / Swayam /NPTEL/MOOC etc.,
- (xx) Project

Every student has to carry out a project work and shall submit at the end of the fourth semester.

## **9. Attendance and Progress:**

**9.1** The guidelines of attendance requirement issued by Periyar University are adopted by the College. Attendance shall be considered semester wise (not annually)

**9.2** A candidate shall be permitted to appear for the University examinations in any semester, if he/she secures not less than 75% of attendance in the total number of Working days during the semester and if his/her progress has been satisfactory, and his/her conduct has been satisfactory. If the absence of a student in a semester exceeds 25% days he/she will not be permitted to appear for the semester examination. (The working days for a semester will be 90 days).

**9.3 If the absence of a student in a semester is above 22 ½ days and upto 45 days i.e., 23 to 45 days:**

In case, a student has been absent for more than 22% days in a semester but less than or equal to 45 days, he/she will not be permitted to write the semester examination. However, that student will be permitted to go to the next semester wherein he/she has to compensate the previous semester's lack of attendance. (That is the number of days of absence during both the semesters should not exceed 45 days). In such case the student will be permitted to write both semester examinations at the end of that semester.

**9.4** It is mandatory that each student shall have 75% attendance to appear for the Comprehensive Examinations.

**9.5** Those who have below 75% and above 65% of attendance shall pay Rs. 500/- as condonation fee and shall write the examination in the same semester.

**9.6** Those who have below 65% and above 55% of attendance shall pay Rs. 500/- as condonation fee and shall write the examination in the forth coming semester after compensating the loss of attendance.

**9.7** Those who have below 50% of attendance have to redo the semester.

**10. Procedure for completing the programme**

**10.1** The academic year shall normally be the period from June to May. Each academic year will be divided into two semesters, the Odd semester is from June to November and Even semester is from December to May,

**10.2** The candidate shall be permitted to proceed to the courses of study in any semester, only if he/she fulfils the requirements of attendance, progress, and character and conduct in respect of the proceeding semester and had registered for the highest semester examination for which he/she is eligible to register. He/She should compulsorily appear for the latest Semester Examination.

**10.3** A candidate who is required to repeat the study of any semester for want of attendance / progress / conduct or who desires to rejoin the course after a period of discontinuance or who upon his/her own request is permitted by the authorities to repeat the study of any semester, may join the semester which he/she is eligible or permitted to rejoin, only at the time of its normal commencement for a regular batch of candidates and after obtaining the approval from the Parent University, Periyar University, Salem. In the case of repeaters, the earlier assessment in the repeated courses will not count.

**10.4** If a candidate fails to submit the report on project work on or before the date specified by the College, he/she shall be deemed to have failed in the project work and shall submit the report for evaluation in the next even semester only.

**11. Assessment:** The assessment shall comprise of Continuous Internal Assessment (CIA) and End Semester Examinations (ESE) with marks as specified below:

**11.1. Scheme of assessment**

Theory Subjects		Practical Subjects	
Continuous Internal Assessment (CIA)	25 marks	Continuous Internal Assessment (CIA)	40 marks
End Semester Examinations (ESE)	75 marks	End Semester Examinations (ESE)	60 marks
Total	100 marks	Total	100 marks

**11.2.** Continuous assessment will be made by the teachers responsible for the courses they teach, on dates centrally specified by the College exam cell. There will be three tests for each paper with accepted innovating techniques such as seminars, assignments, quiz and objective tests. The programme such on evaluation shall be specified before the commencement of each semester in consultation with the respective Heads and Principal. Retest is not allowed except in the case of students who miss one or more CA tests, because they were away on those days representing the College in sports or cultural activities or for any acceptable reason. However, any retest shall be decided by the Principal in consultation with the Heads of the Departments. Any CA test should be completed before the commencement of the comprehensive examination. Instead of Assignments, PG students will be required to present seminar on topics of their choice.

**11.3.** The continuous internal assessment paper shall be valued within three days after the completion of the examinations and the papers shall be returned to the students for verification.

**11.4.** A register for continuous assessment will be maintained by the department and is open for clarification by the students. Students shall have the right to appeal in case of any disparities in award of marks.

### **11.5. End Semester Examination**

The academic year is divided into two semesters. Each semester will have a minimum of 90 working days. Examination days are excluded.

1. End Semester Examination will be conducted in all semesters during November/December and April/May every year for all the UG and PG programmes.
2. The schedule for ESE will be notified by the CoE in consultation with the Principal who is the Chief Controller of Examinations.
3. A student who fails in any paper(s) in any semester shall be permitted to take it at subsequent End Semester Examination, provided that student has fulfilled the attendance requirements.
4. A student whose attendance falls below 50% shall repeat the semester by enrolling in the subsequent even/odd semester.
5. To qualify for UG/PG degree, candidates are required to pass in all the papers prescribed for the course within six/four semesters. Beyond the period, the candidate shall follow the current syllabus for the examinations.
6. Examination fee shall be levied and collected at University rates.
7. Students shall get a clearance of no dues from the departments, only then they are eligible to get the Hall Ticket for the End Semester Examination.

### **11.5. Practical Assessment**

Every student is continuously assessed in each and every practical class. In addition to this one or two internal practical test shall be conducted. The average of all shall be

taken for internal practical marks. To appear for the End Semester Examination Practical Examinations, each student shall have 75% attendance in the Practical Classes.

### **11.6. Project**

Three Project Reviews shall be conducted for final year PG students during fourth semester for the Two year Programme and in Sixth semester for the Three year Programme. The student shall attend all the three Project Reviews for Internal Marks. Candidates those who do not attend more than one Review shall not be permitted to submit the Project during that semester and shall be permitted to submit in the forthcoming semester only.

### **11.7. End Semester Examination – Theory**

- 8. Duration of the Examinations – 3 hours
- 9. Maximum - 75 marks

### **11.8. End Semester Examination –Practical**

- 10. Duration of the Examinations as specified by the Board of Studies.
- 11. Maximum - 60 marks

### **11.9. External and Final evaluation**

#### **11.9.1. Theory**

There shall be a final written examination in each of the papers for three hours duration at the end of each semester. The under graduate papers will be evaluated both by internal and external examiners in the ratio of 50:50. Central valuation shall be arranged in the College campus.

#### **11.9.2. Practicals**

For practical examinations the students have to submit a bonafide record note book. Signed by the course teacher and approved by the Head of the Department. The candidates who failed in the practical shall submit the same record note book for reappearance. There shall be a practical examination at the end of each semester. An internal and external examiner conducts the practical examinations and the papers shall be valued jointly. All practical examinations shall be completed before the

commencement of theory examinations. Allotment of marks for the record note books shall be decided by the concerned Board of Studies.

**11.10.** If any student is found indulged in malpractice in any of the CIA / ESE examinations, he/she shall be liable for action as prescribed by the College from time to time.

**11.11.** The malpractice case shall be referred to the Examination discipline committee which shall conduct an enquiry and decide the punishment based on the guidelines.

## **12. List of Malpractices and Corresponding Punishments**

<b>1.</b>	Applied for consideration with/without any promise of consideration.	Warning. If repeated cancel the examination taken.
<b>2.</b>	Indicating identity : Using colour thread/markings in colour Pencil / Candidates name/ Reg. No. in other pages /any other special marking.	Cancellation of examination of that particular paper.
<b>3.</b>	Attempt to bribe the examiner by post or otherwise. Letter of appeal with promise for consideration of any form / Offering cash or kind for a favour	Cancel the examination in that particular subject / Cancel the whole examination taken in that semester and debar from the next two subsequent semester
<b>4.</b>	Threatening the Hall superintendent / Evaluator/ Other Examination Personnel/Insubordinate behaviour Misbehaviour in the Examination Hall reported by the Chief/Hall Superintendent.	Cancel the whole examination and debar for the next two /three years.
<b>5.</b>	Possession of materials relating to the examination Writing on the desk / Any part of the body writings on scale, calculator, handkerchief. Hall ticket, organizer etc. Copying from the above.	Cancel all the written examinations of that session.

6.	<p>(a) Helping others for copying or Cancel all the written examination of that session getting help from others the and debar for one more session. In examination Hall in any form and accept the malpractice.</p> <p>(b) Helping others for copying or Getting help from others in the Examination Hall in any form but do not accept malpractices.</p>	Cancel all the written examination and debar for one/two more session.
7.	Willfully changing register number.	Cancel all the written examination of that session and debar for one more session.
8.	Insertion of answer sheets brought from Outside.	Cancel all the written examination of that session and debar for one more session.
9.	<p>Violent behaviour in the Examination Hall:</p> <p>a) Taking away the answer script.</p> <p>b) Manhandling injuring personnel connected with the examinations.</p>	Cancel the whole examination taken in that semester.
10.	<p>(a) Impersonation incase of present students.</p> <p>(b) Impersonation in case of past students or outsiders,</p> <p>(c) Tampering with Hall Tickets / Certificates etc.</p>	<p>(a) Cancel the whole examination taken for that semester.</p> <p>(b) Cancel the examinations taken and debar for the next three years.</p> <p>(c) Candidates be not permitted to appear for any examination of CE for a period of two years.</p>
11.	<p>Other Forms of Malpractice by Students</p> <p>(a) Writing filthy words in answer script Wrong entry of Reg. No./ Possession of material not related with that particular examination.</p> <p>(b) Not returning the answer books / Malpractice in Examination / Dissertation. Practical</p> <p>(c) Committing the malpractice for a Second time / Forged official communication with regard to correction / retotalling of marks.</p>	<p>(a) Debar from examination for one session.</p> <p>(b) Debar for one session.</p> <p>(c) Cancel the whole examination and debar for next two years.</p>

### **13. Passing requirements and Provisions**

**13.1.** For Under- graduate courses, the passing minimum is 40 marks.

- The Break up of the 40 marks will be at least 30 (ESE) and 40 in total.
- There is no minimum mark for the CIA.
- A Candidate with 0 in CIA and 40 in the External could be declared to have passed the exam. However, the candidate has to get a minimum of 30 in ESE. For example:  
20(CIA) +20(ESE) shall be declared as reappearance.

**13.2.** For Post-graduate courses, the Passing minimum is 50 marks.

- The break-up of the 50 marks will be 38 (ESE) and 50 in total.
- There is no minimum mark for the CIA.
- A Candidate with 0 in CIA and 50 in the External could be declared to have passed the exam, However, the candidate has to get a minimum of 38 in ESE. For example: 20 (CIA) + 30 (ESE) shall be declared as reappearance.

**13.3.** A candidate qualifies for the award of degree, when he passes all the courses of study in first attempt. If he/she secures 60% and above, he/she will be declared to have passed in First class. If he/she secures 75% and above, he/she will be declared to have passed with a Distinction.

**13.4.** All other candidates who qualified for the award of degree with below 60% shall be declared to have passed in second class.

#### **13.5. Passing of Results**

Results shall be passed by the result passing board and submitted to the academic council of the College for approval/ratification. The principal shall recommend the eligible students to the Periyar University for the award of degree.

#### **13.6. Withdrawal from the Examination**

**1.** A candidate may, for valid reasons, be granted permission to withdraw from appearing for the examination in any course or courses of only one semester examination during the entire duration of the degree programme Also, only ONE application for withdrawal is permitted for that semester examination in which withdrawal is sought.



2. Withdrawal application shall be valid only if the candidate is otherwise eligible to write the examination and if it is made prior to the commencement of the examination in that course or courses and also recommended by the Head of the Department.

3. Withdrawal shall not be misused as an opportunity for getting higher marks in the examination for the eligibility of a candidate for First Class with Distinction.

### **13.7. Provision for Revaluation**

Students shall apply for revaluation in the specified format within 10 days of publication of results. Request for revaluation for each paper shall be made separately. A fee of Rs.350/-UG and Rs.450/-UG and for each paper under appeal should be paid. Such appeals will be referred to an appeals committee whose decision shall be final.

### **13.8. Provision for Transparency**

Students shall apply for Transparency in the specified format within 10 days of publication of results. Request for transparency for each paper shall be made separately. A fee of Rs.300/- for each paper under appeal should be paid. The transparency shall be given to the students within three days.

### **13.9. Provision for Supplementary Examination**

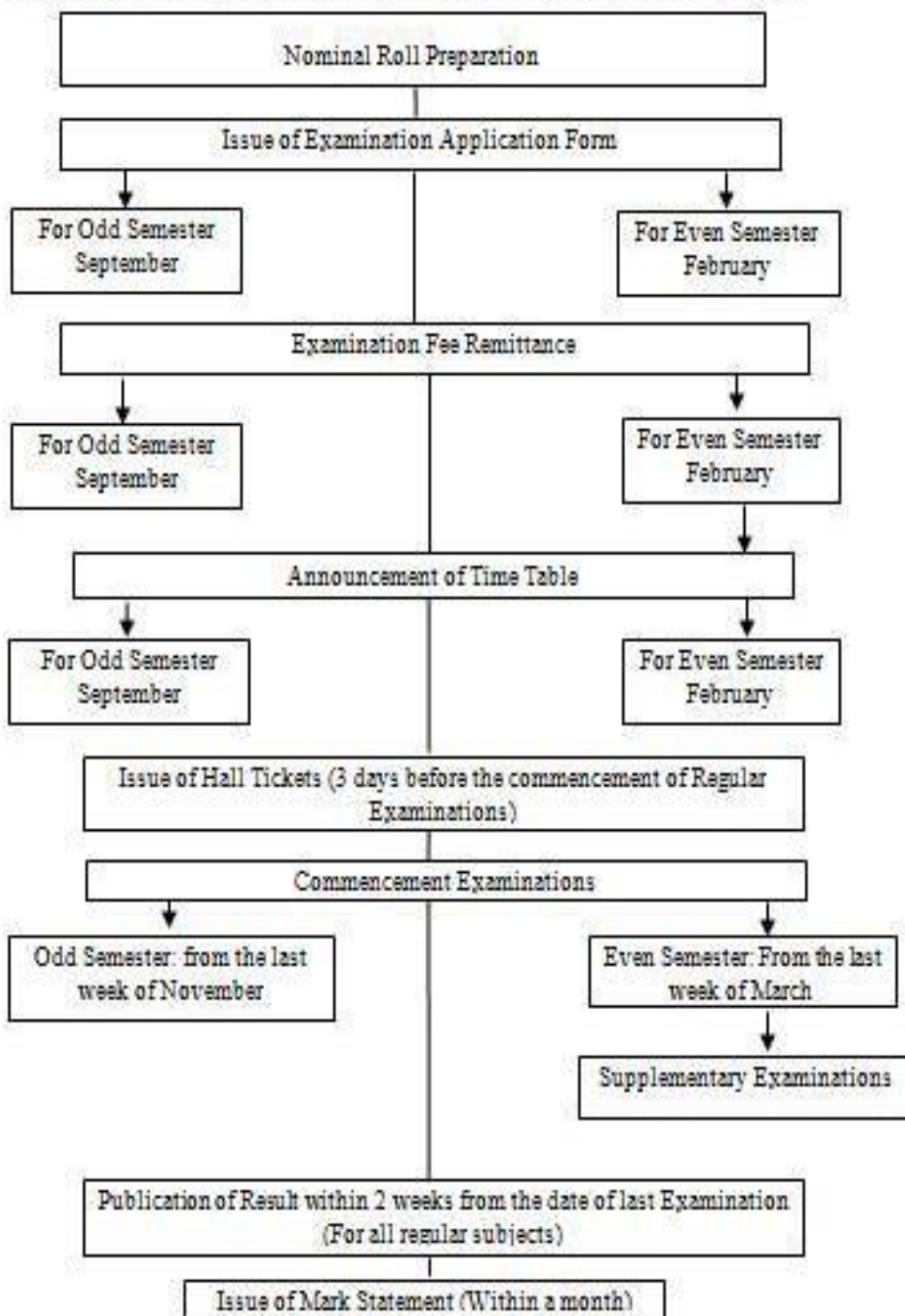
Any student who failed in only one subject/course in the final semester will be eligible to apply and appear for the supplementary examination. It will be an opportunity for the student to complete his/her degree in the specified duration itself.

### **13.10. Issue of Mark sheet and Degree Certificate**

After evaluation and with the recommendations of the result passing board in each semester the College shall publish the results. The academic council approves/ratifies the results and recommends the candidate to the Periyar University which in turn shall award the degree.

## 14. Examination Process

### SCHEDULE OF ACTIVITIES FOR THE CONDUCT OF EXAMINATIONS



## 15. ACTIVITIES OF CoE OFFICE

S.No	ACTIVITIES
1	Allocation of register number to candidates
2	Application generation (Online)
3	Examination fee collection as per autonomous schedule
4	Generation of Hall Ticket based on Proforma received from principal office
5	Question paper setting / Question Bank
6	Question paper scrutiny
7	Printing of question paper as per Time Table
8	Conduct of Practical Examination / Online examination
9	Question paper dispatch to conduct theory examination
10	Allotting Dummy numbers to answer scripts
11	Evaluation based on Answer Key and Scheme
12	Remuneration paid to all Autonomous and Examination related activities
13	Conduct of Result Passing Board Meeting and Declaration of Results
14	Revaluation Process
15	Declaration of Revaluation Results
16	Conduct of Supplementary Examination and declaration of results
17	Printing of Grade Sheet and Consolidated Grade Sheet
18	Preparation of Arrear list for each course
19	Recommendation to university for the issue of Provisional Certificate and Degree Certificate
20	Statistics preparation
21	Audit of Examination Process
22	Maintenance of Answer booklet for three years
23	Issue of Transcript and Grade Conversion Certificate

## **1. Controller of Examinations**

- The Principal of the college shall be the Chief Controller of Examinations.
- The Controller shall be an appointee with academician not lower in rank than an Associate Professor with Doctoral Degree.
- The Controller of Examinations shall retire on attaining the age of 62.
- When the office of the Controller of Examinations is vacant, or when the Controller of Examinations is, by reasons of absences or any other cause, unable to perform the duties of his office, the duties of his office shall be performed by a person appointed by the Principal for the purpose.

### **Functions**

The Controller of Examinations shall

- be responsible for the conduct of all Examinations, such as scheduling, appointment of question paper setters from the panel of names recommended by the Board of Studies, Examiners, Chief Superintendent and all other matters connected with the examinations with the prior approval of the Principal
- be responsible for the safe custody of all question/answer paper, documents, certificates and other confidential files connected with the conduct of all examinations.
- verify the traveling allowance bills and remunerations bills of examiners and paper setters and all other bills relating to the examinations.
- place cases relating to the malpractices at the examinations with relevant reports to the Principal
- maintain the register of matriculates and permanent records of each student including his/her academic accomplishments, conduct etc.
- be responsible for the collection of fees for the various examinations and such other fees/ costs related to the conduct of examinations / awarding degree.
- Arrange to publish the results of the Examinations with the prior approval of the Result Passing Board
- make all arrangements for the conduct of annual Convocation and maintain all connected records / registers.
- be responsible for the maintenance of a register of all degrees and diplomas conferred by the University and a register of graduates and other information deemed necessary.
- be responsible for performing such other duties as directed by the Principal.

## 2. Office Administration

1.	Controller of Examinations	01
2.	Assistant Controller of Examinations	02
3.	Other Supporting Staff Members	06

3. Syllabus for each department shall be prepared by the Board of Studies and approved by the Standing Committee on Academic Affairs. It, in turn, will be placed before the Academic Council for approval / ratification. Such approved syllabus shall be used for question paper setting.

4. Uniform Question Paper pattern shall be followed for UG and PG or as approved by the Board of Studies.

5. Internal and External Examiners panel list shall be prepared and kept ready.

6. Complete data about individual student to be collected and stored in the Software as Student Datasheet (with Photo). The following features are available in CoE software package.

- (i) Nominal Roll
- (ii) Application Format
- (iii) Hall Ticket Format
- (iv) Entry of continuous Internal Assessment Marks
- (v) Entry of End semester Examination Marks
- (vi) Printing of Result
- (vii) Subject wise Statistics
- (viii) Declaration of Results
- (ix) Student individual Mark Statement

7. Autonomous examinations question paper setting – 100% External Examiners for UG and PG Examinations.

8. Based upon the Examiners panel and experience in the respective subjects, question paper setting shall be carried out. (Minimum 10 years of teaching experience is considered for question paper setting. In few cases, where experienced teachers are not available shall be relaxed upto 5 years of total teaching experience).

9. Two sets of question papers shall be collected from Examiners.

10. Absolute secrecy in question paper printing shall be ensured.

11. The question paper packets are issued only just Half-an-hour before the time of the examinations to the Chief Superintendent.

12. The answer script packets will be returned to CoE Office after the Examinations with secured seal within half an hour of completion of examination.
13. Question paper feedback is collected from those who have handled the subject.
14. Evaluation based on Answer Key and Scheme from the who have handled the subject.
15. Answer scripts will be valued at the Central Valuation Camp. 50% of the examiners will be from other Colleges. 50% of the examiners will be from Muthayammal College of Arts and Science.
16. One Chief Examiner is appointed for every 5 Examiners for Paper Valuation.
17. Marks secured by individual students are posted immediately in the EMS (Examination Marksheet System).
18. The above said feedbacks are presented to Result Passing Board (RPB)
19. Result Passing Board (RPB) considers the results, gives feedback and suggests moderation if any and passes the results.
20. Results are declared after the meeting of Result Passing Board.
21. Revaluation Process and the result given within a week.
22. Conduct of Supplementary Examination and declaration of results within a week. (EvenSemester)
23. Printing and Preparation of Grade Sheet.
24. A Consolidated Grade Sheet (Synthetic Polymer Based) will be issued to the candidates after the publication of the results of the final semester examination on successful completion of all courses taken by the candidate.

25. Recommendation to university for the issue of Provisional Certificate and Degree Certificate.

26. Transcripts shall be issued to students on request with the prescribed fees.

27. The CoE's office maintains a Register of Candidates in respect of all examinations.

The register shall contain the following details:

Register number, name of the candidate and date of birth, programme and of admission, fee remitted, particulars of examination taken, results and remarks.

### **Scheme of Assessment:**

#### **Procedure for Continuous Internal Assessment-UG**

Test No.	Portion to be covered	Test Duration	Max.Marks	Weightage for Internal Mark
Test –I	2½ Units	3 Hrs	75	7.5
Test – II	5 Units	3 Hrs	75	7.5
Assignment				5
Attendance				5
Total				25 marks

#### **Procedure for Continuous Internal Assessment-PG**

Test No.	Portion to be covered	Test Duration	Max.Marks	Weightage for Internal Mark
Test –I	2½ Units	3 Hrs	75	5
Test – II	5 Units	3 Hrs	75	5
Assignment				5
Attendance				5
Seminar				5
Total				25 marks

### **Procedure for Attendance**

Each course teacher shall maintain the record of hours of instruction given to each of the student. The heads of the department based on the record of the course teacher shall submit the attendance for each day in the office. The office shall maintain the overall attendance and the percentage are calculated based on the records submitted by the concerned Head of the Department. Consolidated attendance percentage shall be sent to the concerned department monthly from the office. The internal mark for attendance percentage shall be awarded by the following method.

Percentage of Attendance	76-80	81-85	86-90	91-95	Above 95
Marks	1	2	3	4	5



## 16. Curriculum Designing :

### Choice-Based Credit System (CBCS)

The Credit System is introduced at Muthayammal College of Arts and Science, Rasipuram from 2021-2022 pertaining to the norms within the frame work of the norms of the Tamilnadu State Council for Higher Education. The minimum credit points to earn for the respective degrees are as follows:

- Three year UG Programme : Best 140 credits
- Two year PG Programme : Best 90 credits

Further, a greater choice to the students is given in terms of inter disciplinary courses, extra departmental courses, job oriented courses and career competency skills

### General Policy

#### I.Components of the curriculum

##### UG Programmes

Part I - Tamil / Hindi / French

Part II - English

Part III	(i)	Discipline Specific Courses (DSC) / Core Paper
	(ii)	Discipline Specific Elective Courses (DSE) / Elective Course
	(iii)	Generic Elective Courses (GEC) / Allied Course

Part IV	(i)	Ability Enhancement Compulsory Courses (AECC) / Professional English Yoga & EV S
	(ii)	Non Major Elective Course – ( NMEC)
	(iii)	Skill Enhancement Courses - (SEC)

Part -V - Extension Activity

Extra Credit Courses - MOOC / Swayam/ NPTEL/CEC etc.,

##### PG Programmes

- Discipline Specific Courses (DSC) / Core Paper
- Discipline Specific Elective Courses (DSE) / Elective Course
- Generic Elective Courses (GEC) / EDC
- Human Rights
- Extra Credit Course

## Distribution of Credit Points

### A.UG Programmes

#### 1. For Programmes offering Language & English courses for 4 semesters:

S.No	Component	Credit Semester X No. of Semester	Multiplied Credits	Total Credits
<b>Part I: I, II, III &amp; IV Semesters</b>				
1	Language (4 semesters)	3 credits x 4 semesters	12	12
<b>Part II: I, II, III &amp; IV Semesters</b>				
1	English (4 semesters)	3 credits x 4 semesters	12	12
<b>Part III : I, II, III, IV,V&amp; VI Semesters</b>				
1	DSC	6 semesters - Credits	93	
2	DSE / GEC	4 credits (T-3+P-1) x 4 semesters	16	109
<b>Part IV: Other Components</b>				
1	AECC	2 credits x 2 semesters+2	6	6
<b>Part V:</b>				
1	Extension Activity V Semester	1 credits x 1 semesters	1	1
<b>Total</b>				<b>140</b>
<b>Extra Credit Course - MOOC / Swayam/ NPTEL/CEC etc.,</b>				<b>2</b>

**Note:**

The distribution of major courses and major credits may be adjusted among the Semester based on the convenience of the departments.

**2. For Programmes offering Language & English courses for 2 semesters:**

S.No	Component	Credit Semester X No. of Semester	Multiplied Credits	Total Credits
<b>Part I: (2 semesters)</b>				
1	Language	3 credits x 2 semesters	6	6
<b>Part II: (2 semesters)</b>				
1	English	3 credits x 2 semesters	6	6
<b>Part III: Part III : I, II, III, IV,V&amp; VI Semesters</b>				
1	DSC	6 semesters - Credits	105	
2	DSE/ GEC	4 credits (T-3+P-1) x4 semesters	16	121
<b>Part IV: Other Components</b>				
1	AECC	2 credits x 2 semesters+2	6	6
<b>Part V:</b>				
1	Extension Activity V Semester	1 credits x 1 semesters	1	1
<b>Total</b>				<b>140</b>
<b>Extra Credit Course - MOOC / Swayam/ NPTEL/CEC etc.,</b>				<b>2</b>

## B. PG Programmes

### 12.For PG programmes with 4 semesters

S.No	Component	Credit Semester X No. of Semester	Multiplied Credits	Total Credits
1	DSC/DSE	credits - 4 semesters	82	86
2	EDC	4 credits x 1 semesters	4	
<b>II Semester</b>				
1	Human Rights	2 credits x 1 semesters	2	2
<b>IV Semester</b>				
1	Online – Competitive Examination	2 credits x 1 semesters	2	2
<b>Total</b>				<b>90</b>
<b>Extra Credit Course - MOOC / Swayam/ NPTEL/CEC etc.,</b>				<b>2</b>

## UG Programme

**1. Passing Minimum** is 40% of the ESE and also 40% of the maximum of that paper / course.

### 2. Minimum Credits to be earned

For Three year Programme: Best 140 Credits (Part I and II: Languages, Part III: Major, Elective, Part IV: Soft Skills and Part V: Extension activities)

### 2. Marks and Grades

The following table gives the marks, grade points, letter grades and classification to indicate the performance of the candidate.

#### Conversion of Marks to Grade Points and Letter Grade (Performance in a Course / Paper)

RANGE OF MARKS	GRADE POINTS	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

$C_i$  = Credits earned for course  $i$  in any semester

$G_i$  = Grade point obtained for course  $i$  in any semester

$n$  = refers to the semester in which such courses were credited

**For a Semester**

$$\text{GRADE POINT AVERAGE [GPA]} = \frac{\sum_i C_i G_i}{\sum_i C_i}$$

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

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

**For the entire Programme**

$$\text{CUMULATIVE GRADE POINT AVERAGE [CGPA]} = \frac{\sum_n \sum_i C_{ni} G_{ni}}{\sum_n \sum_i C_{ni}}$$

Sum of the multiplication of grade points by the credits of the entire programme

$$\text{GPA} = \frac{\text{Sum of the multiplication of grade points by the credits of the entire programme}}{\text{Sum of the credits of the courses of the entire programme}}$$

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 – 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
6.5 and above but below 7.0	A+	
6.0 and 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

\*The candidates who have passed in the first appearance and within the prescribed semester of the UG programme (Major, Allied and Elective courses alone) are eligible.

## PG Programme

1. **Passing Minimum** is 50% of the ESE and also 50% of the maximum of that paper/Course.

2. **Minimum Credits** to be earned

For Two year Programme: Best 90 credits

3. Marks and Grades

The following table gives the marks, grade points, letter grades and classification to indicate the performance of the candidate.

Conversion of Marks to Grade Points and Letter Grade (Performance in a Course / Paper)

<b>RANGE OF MARKS</b>	<b>GRADE POINTS</b>	<b>LETTER GRADE</b>	<b>DESCRIPTION</b>
<b>90 – 100</b>	<b>9.0 – 10.0</b>	<b>O</b>	<b>Outstanding</b>
<b>80 – 89</b>	<b>8.0 – 8.9</b>	<b>D+</b>	<b>Excellent</b>
<b>75 – 79</b>	<b>7.5 – 7.9</b>	<b>D</b>	<b>Distinction</b>
<b>70 – 74</b>	<b>7.0 – 7.4</b>	<b>A+</b>	<b>Very Good</b>
<b>60 – 69</b>	<b>6.0 – 6.9</b>	<b>A</b>	<b>Good</b>
<b>50-59</b>	<b>5.0-5.9</b>	<b>B</b>	<b>Average</b>
<b>00-49</b>	<b>0.0</b>	<b>U</b>	<b>Re-appear</b>
<b>ABSENT</b>	<b>0.0</b>	<b>AAA</b>	<b>ABSENT</b>

$C_i$  = Credits earned for course  $i$  in any semester

$G_i$  = Grade point obtained for course  $i$  in any semester

$n$  = refers to the semester in which such courses were credited

**For a Semester**

$$\text{GRADE POINT AVERAGE [GPA]} = \frac{\sum_i C_i G_i}{\sum_i C_i}$$

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

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

**For the entire Programme**

$$\text{CUMULATIVE GRADE POINT AVERAGE [CGPA]} = \frac{\sum_n \sum_i C_{ni} G_{ni}}{\sum_n \sum_i C_{ni}}$$

Sum of the multiplication of grade points by the credits of the entire programme

$$\text{GPA} = \frac{\text{Sum of the multiplication of grade points by the credits of the entire programme}}{\text{Sum of the credits of the courses of the entire programme}}$$

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 – 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
6.5 and above but below 7.0	A+	
6.0 and 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

\*The candidates who have passed in the first appearance and within the prescribed semester of the PG programme ( Core, Elective, non-Major Electives and Extra Disciplinary courses alone) are eligible.



## 17. Miscellaneous :

### Composition and functions of Governing Body

Number	Category	Nature
5 members	Management	Trust or management as per the constitution or by laws, with the chairman or president / director as the chairperson.
2 members	Teachers of the College	Nominated by the Principal based on seniority.
1 member	Educationist or industrialist	Nominated by the management
1 member	UGC nominee	Nominated by the UGC
1 member	State government nominee	Academician not below the rank of professor or State Government official of Directorate of Higher Education / State Council of Higher Education.
1 member	University nominee	Nominated by the University
1 member	College Principal	Ex-officio

### Functions

Subject to the existing provision in the bye-laws of the College and rules

laid down by the state government and UGC.

### The governing body of the College shall have powers to:

1. Fix the fees and other charges payable by the students of the College on the recommendations of the Finance Committee
2. Institute scholarships, fellowships, studentships, medals, prizes and certificates on the recommendations of the Academic Council.
3. Approve Institution of new programmes of study leading to degrees and / or diplomas.
4. Perform such other functions and institute committees, as may be necessary and deemed fit for the proper development, and fulfill the objectives for which the College has been declared as autonomous.

## **Composition and functions of Finance Committee**

1. The Principal (Chairman)
2. One person to be nominated by the Governing Body of the College for a period of two years.
3. Finance Officer of the affiliating university.
4. One senior most teacher of the College to be nominated in rotation by the Principal for two years. The Finance Committee will be an advisory body to the Governing Body, and will meet at least twice a year to consider:

### **Functions of Finance Committee**

- i) Budget estimates relating to the grant received / receivable from UGC, and income from fees etc. collected for the activities to undertake the scheme of autonomy; and
- ii) Audited accounts for the above.

## **Composition of the Standing Committee on Academic Affairs (SCAA)**

1. The Principal (Chairman).
2. All the heads of department in the College.

### **Functions**

1. The SCAA shall be an authority of a College to co-ordinate and exercise general supervision over the academic affairs of the College.
2. To make recommendations to the Academic Council to conduct convocation for the conformant of the degrees.
3. To make recommendations for creation of additional faculties when found necessary to the approval of Academic Council and Governing Body.
4. To make recommendations for the approval of the Academic Council and Governing Body regarding the receipt of fees and penalty for non payment in time by the students of the College.
5. To constitute committees for the institution of scholarships, fellowships, studentships, medals, and formulate rules for such awards from time to time.
6. To make regulations and amend or repeal the same
7. To advise the Academic Council on all academic matters.
8. To make proposals to the Academic Council for the conduct or standard of Examinations.
9. To make regulations for the constitutions and functions of the faculty
10. To make regulations for the encouragement of the faculty with a view to promote academic standards.
11. To approve, modify or reject the recommendations of the Board of Studies Regarding text books and syllabi required to be prescribed under the regulations.
12. To recommend the academic council schemes for the constitutions and reconstitution of departments of teaching.
13. To advise the academic council on the promotion of research in the College.

## **Meeting**

1. There shall be atleast two meeting of the Standing Committee on Academic Affairs in a year on date to be fixed by the Principal
2. The Principal may whenever thinks fit, convene a special meeting of the Standing Committee on Academic Affairs.
3. The Principal may, at his discretion postpone the date fixed for an ordinary or special meeting of the Standing Committee on Academic Affairs.
4. The Principal shall give not less than four weeks notice for the date of an ordinary Meeting.

## **Forwarding resolutions**

1. Any member who wishes to move a resolution on the item of the agenda at an ordinary meeting shall forward a copy of the resolution to the Principal so as to reach him not less than twenty days before the date of the meeting.
2. A member who has forwarded a resolution may, by giving a written notice, which shall reach the Principal not less than two clear days before the date fixed for the despatch of the agenda paper, withdraw the resolution.

## **Agenda Papers**

1. Not less than twelve days before the date of every meeting, the Principal shall issue to every member an agenda paper specifying the day and the hour of the meeting and business to be brought before the meeting but the non-receipt of the agenda paper by any member shall not invalidate the proceedings of the meeting.
2. Principal may bring any business which in this opinion is urgent before any meeting with shorter notice or without placing the same on the agenda paper.

## **Quorum**

One third of the members of the SCAA shall be the quorum. In case, there is no quorum in a meeting, a second meeting shall be convened by giving 15 days notice and no quorum is required for such a meeting.

## **Chairman of the Meeting**

The Principal shall preside at all meetings of the SCAA. In the absence of the Principal the SCAA may elect one of the members present as the Chairman for that meeting.

## **Composition of the Academic Council**

1. The Principal (Chairman).
2. All the heads of departments in the College.
3. Four teachers of the College representing different categories of teaching staff by rotation on the basis of seniority of service in the College.
4. Not less than four experts from outside the College representing such areas as Industry, Commerce, Law, Education, Medicine, Engineering etc., to be nominated by the Governing Body.
5. Three nominees of the university.
6. A faculty member nominated by the Principal (member secretary).

## **Terms of Members**

The term of the nominated members shall be three years.

## **Meetings**

The Principal shall convene a meeting of the Academic Council at least twice a year.

## **Functions**

Without prejudice to the generality of functions mentioned, the Academic Council will have powers to:

1. Scrutinize and approve the proposals with or without modification of the Board of Studies with regard to courses of study, academic regulations, curricula, syllabi and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant thereto etc., provided that where the Academic Council differs on any proposal, it will have the right to return the matter for reconsideration to the Board of Studies concerned or reject it, after giving reasons to do so.
2. Make regulations regarding the admission of students to different programmes of Study in the College.
3. Make regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels.
4. Recommend to the Governing Body the proposals for Institution of new Programmes of study.
5. Recommend to the Governing Body the Institution of scholarships, studentships, fellowships, prizes and medals, and to frame regulations for the award of the same,
6. Advise the Governing Body on suggestions(s) pertaining to academic affairs made by it.
7. Perform such other functions as may be assigned by the Governing Body

## **Composition of Result Passing Board**

1. The Principal (Chairman).
2. Nominees of the university.
3. All the heads of departments in the College.
4. Senior faculty members nominated by the Principal.

### **Functions**

1. To scrutinize and evaluate the results submitted by the CoE
2. To recommend any moderation of the results for the benefit of the students.
3. To recommend the academic council to publish/ ratify the results.

## **Composition of the Board of Studies and its functions in an Autonomous College**

1. Head of the Department concerned (Chairman).
2. The entire faculty of each specialization.
3. Two experts in the subject from outside the College to be nominated by the Academic Council.
4. One expert to be nominated by the Vice-Chancellor from a panel of six subject experts recommended by the College Principal.
5. One representative from industry/corporate sector/allied area relating to placement.
6. One postgraduate meritorious alumnus to be nominated by the Principal The Chairman, Board of Studies, may with the approval of the Principal of the College, Co-opt:
7. Experts from outside the College whenever special courses of studies are to be formulated.
8. Other members of staff of the same faculty

### **Term**

The term of the nominated members shall be three years.

### **Meeting**

The Principal of the College shall draw the schedule for meeting of the Board of Studies for different departments. The meeting may be scheduled as and when necessary, but at least twice a year.

## **Functions**

The Board of Studies of a department in the College shall:

1. prepare syllabi for various courses keeping in view the objectives of the College, interest of the stakeholders and national requirement for consideration and approval of the Academic Council;
2. Suggest methodologies for innovative teaching and evaluation techniques;
3. Suggest panel of names to the Academic Council for appointment of examiners,
4. Coordinate research, teaching, extension and other academic activities in the Department/College.

## **Revision of Curriculum and Regulations**

The College may revise, amend or change the regulations, scheme of examinations and syllabi as and when required. Such revision/changes shall be made in the Board of Studies and shall be recommended by the standing committee on academic affairs, and shall be approved by the academic council.

## **Meeting of the Statutory Bodies**

1. Academic Council meeting should be held twice, once in the month of January to discuss proposals for the next academic session and again in the month of August to monitor status of newly introduced courses. Academic Council shall propose ways and means to maintain quality norms.
2. Governing Body meetings should follow the meetings of Academic Council preferably in the month of August.
3. Finance committee should meet at least twice in a financial year. The meetings can be organized in the month of April and September of every year.

## **General Issues**

1. All recruitments of teaching staff will be made by the Governing Body in accordance with the policies laid down by the UGC and state government.
2. Universities shall consider both internal and external assessment of students in autonomous Colleges for admitting them to higher-level courses.
3. Organization of special need-based short-term courses under the College's department of continuing education may be an important activity of an autonomous College. Such courses ought to benefit the students of the College besides outsiders who may enroll for them.
4. The time spent by teachers on projects and extension work shall be counted for reckoning their workload as prescribed by the commission.
4. An autonomous College should prepare a calendar for meetings of various bodies to ensure that the implementation of the recommendation made by them is not unduly delayed for reasons of non-convening of such meetings.
5. A wide variety of courses may be evolved in modules so that students may opt for them according to their convenience. Such courses may help them acquire additional credits.
6. All autonomous Colleges should make a formative continuous assessment of students' work during each semester.
8. Teacher evaluation in autonomous Colleges may include periodical self-evaluation, institutional assessment of teacher performance, student feedback, research appraisal and other suitable forms of teacher appraisal.



## General matters in the starting of new courses

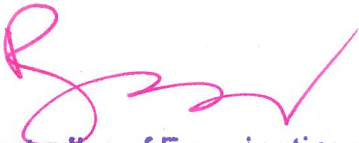
1. Introduction of a new course should be executed after due preparation and large scale participation in discussions.
2. Preparation for a course to be introduced in the next academic session should start in the month of October of the preceding session with meeting of Board of Studies.
3. An autonomous College is free to start diploma (undergraduate and postgraduate) or certificate courses without the prior approval of the university. Diplomas and certificates shall be issued under the seal of the College.
4. An autonomous College is free to start a new degree or postgraduate course with the approval of the Academic Council of the College. Such courses shall fulfill the minimum standards prescribed by the University/UGC in terms of number of hours, curricular content and standards, and the university shall be duly informed of such courses to get approval.
5. An autonomous College may rename an existing course after restructuring/redesigning it with the approval of the College Academic Council as per UGC norms. The new nomenclature should be as specified by UGC under section 22 of UGC Act. The university should be duly informed of such proceedings so that it may award new degrees in place of the old.
6. The University has the right to review all new courses of an autonomous College. Where there is evidence of decline in standards or quality, the University may, after careful scrutiny, and in consultation with the UGC, either help modify them, wherever possible, or cancel such courses.

## Procedure to introduce a new course by Autonomous College


1. The concerned department of the College should conceive the idea of introducing new course and it should be well discussed in the Board of Studies of that subject. The Board of Studies will formulate the idea into a proposal with all necessary details such as objectives, eligibility, course content and fee structure. Such proposal will be forwarded to the Academic Council. The proposal will be in the shape of an ordinance.
2. The Academic Council will discuss such a proposal in its meeting and shall approve the proposal, if the Council finds the proposal appropriate. The Academic Council shall have the right to send back the proposal to the Board of Studies for revision/ modification or may reject the proposal giving suitable reasons. The proposal can be resubmitted to the Academic Council for reconsideration after the necessary modifications are made.
3. The proposal approved by the Academic Council will ultimately be submitted to the Governing Body of the College for final approval and for permission to execute the proposal.
4. Autonomous College shall send all proposal approved by the Governing Body of the College to the University for approval and affiliation.
5. University may ask for clarification regarding the issues in the proposal from the College. The College is bound to give such clarification with an understanding that the university shall accept the students for award of degree under such newly proposed courses.

### Revision of Regulation and Curriculum

The College Academic Council may from time to time revise, amend or change the Regulations, Scheme of examinations and Syllabi if found necessary.

  
The Controller of Examinations  
Muthayammal College of Arts & Science (Autonomous)  
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