Autonomy Manual

2019

✪ **Rules and Regulations**

✪ **Programmes of Study and Schemes of Examinations**

BISHOP HEBER COLLEGE (Autonomous)
(Nationally Reaccredited with 'A' Grade by NAAC with the CGPA of 3.58 out of 4)
(Recognized by UGC as "College with Potential for Excellence")
TIRUCHIRAPPALLI – 620 017

THE COLLEGE-COAT-OF-ARMS

The College Coat-of-Arms bears the Rock in Tiruchirappalli, a Cross and a Bible surmounted by a pelican feeding its young with its own life-blood drawn from its bosom. The pelican stands as a symbol of Christ and the Eucharist. The Motto "Nisi Dominus Frustra" is from Psalm 127. The whole verse runs thus: "Except the Lord build the house, they labour in vain that build it".

OUR VISION

Bishop Heber College, a great Institution of Higher Education set in beautiful surroundings, seeks to function through mutual love and respect and with efficiency and creativity, catering to the educational needs of all, especially the poor, the needy and the under-privileged, inspired by the love of our Lord Jesus Christ.

MISSION

Bishop Heber College exists to impart quality Higher Education with creativity to all, especially the poor, the needy and the under-privileged, to cause their holistic development in response to the great commandment and love of our Lord Jesus Christ and contribute towards building a great India.

From the Principal

An autonomous college is fully aware of the following entrusted responsibilities:

(i) To frame its curriculum.

(ii) To adopt teaching methods.

(iii) To exercise evaluation procedures.

In a digitalized world, we are encountering radical and swift changes in many spheres of life especially in the field of education. In order to cope with the current scenario, Bishop Heber College is consistently introducing innovative reforms in the Examination pattern and the Evaluation process ensuring objectivity, validity and confidentiality. Our curriculum aims to extract the best out of every individual who is a part of this esteemed institution. The semester system, Continuous Internal Assessments as well as the Credit system ensure that every individual student excels in his/her studies and extra-curricular activities.

It is not possible to explain in this Autonomy Manual, all the initiatives undertaken in the three areas of autonomy. However, a modest attempt is made to bring out the rules and regulations, courses of study and examination pattern for the UG, PG and M.Phil. Programmes and Diploma, PG Diploma and Certificate Programmes. I take this opportunity to appreciate and congratulate the Controller of Examinations and his Office for completing and bringing out this booklet for the benefit of all the stakeholders.

Dr. D. PAUL DHAYABARAN

CONTENT

1. Programmes of Study since 1966

Year	Aided Section	Self Financed Section	Programme Closed
1966	Pre-University Course	---	---
1968	B.A. - History, Economics B.Sc. Mathematics	---	---
1972	B.Sc.Physics,Chemistry,Zoology	---	---
1977	B.A. English , B.A. Corporate Secretaryship	---	---
1978	M.Sc. Mathematics	---	---
1979	M.A. English	---	Pre-University
1980	B.Sc. Botany	---	---
1981	M.A.Tamil	---	---
1982	M.Sc. Mathematics Converted into M.Sc. Applied Mathematics (Operations Research) M.A. Social Work M.Phil. Mathematics (PT)	---	---
1983	B.Sc. Library and Information Science	---	---
1984	B.Sc. Computer Science B.A. Corporate Secretaryship Converted into B.Com. M.Sc. Environmental Sciences M.Phil.Tamil(Part-time)	P.G.Dip.in Comp.Sci. & Applications	---
1985	M.Phil.Tamil (Full-Time)	B.Com. & B.Sc .Comp. Science	---
1986	---	B.Sc. Mathematics B.Sc.Chemistry Ph.D.Tamil (PT) Ph.D Mathematics(FT)	---
1987	---	Ph.D.Tamil(Full -Time) M.Sc. Computer Science A.D.Sc. (Pharmacy)	---
1988	M.Sc. Chemistry M.Phil. English (Full time) M.Phil. English (Part -Time)	M.B.A. (Part-Time) -3 Years	M.Phil.Tamil(PT)
1989	---	A.D.Sc. Pharmacy Converted into B.Sc. Pharmaceutical Chemsitry	M.Phil English(PT)
1990	---	B.Sc. Physics	B.Sc. Pharmaceutical Chemistry
1991	---	M.C.A. P.G.Dipoma in Acturial Science	---
1992	M.L.I.Sc.	M.Sc. Physics Ph.D. Chemistry(FT &PT) Ph.D. Env.Sci.(FT)	B.Sc. Lib. & Inf.Sc.

Year			
1993	---	---	M.Phil. English(FT)
1998	---	Ph.D.Social Work (FT &PT) M.Phil. Social Work (FT)	---
1999	---	B.C.A.	---
2000	---	Ph.D.English(Full-time) M.Phil. English (FT) M.Sc. Information Technology	---
2001	M.Sc. Applied Mathematics changed as M.Sc. Applicable Mathematics & Comp.Sc.	---	---
2002	---	M.Sc. Actuarial Science M.Sc. Biotechnology	---
2003	---	M.B.A. (2 Years)	M.B.A. (PT) -3 Years
2004	M.Sc. Applicable Mathematics & Comp.Sc.Changed as M.Sc. Mathematics	**Evening College Renamed as Self - Financed Section By the University** M.Phil. Mathematics(FT) M.Phil. Lib.Science (FT)	---
2006	---	B.B.A. M.Sc. Mathematics M.Sc. Chemistry	---
2007	---	M.Sc. Molecular Biosciences (UGC Sponsored)	---
2009	---	M.Com. M.Sc. Bioinformatics M.Phil. English (PT) M.Phil. Physics(FT&PT) Ph.D.Physics(FT&PT)	---
2010	---	B.A. English, Ph.D. Library Sciences (PT) M.S.W. M.Phil. Lib.Science (PT)	---
2011	---	M.Sc Molecular Bio-Sciences changed as M.Sc Molecular Biology M.Phil.Commerce M.Phil.Chemistry(FT & PT) Ph.D.Management Studies(FT & PT) Ph.D. Botany (PT) Ph.D.Commerce(FT & PT) Ph.D.Computer Science(FT & PT) Ph.D.History(FT & PT) Ph.D.Economics (FT & PT)	---
2012	---	B.Sc. Actuarial Mathematical Science B.Com. Computer Applications M.A. English M.Sc. Zoology M.Phil Computer Science(FT & PT) M.Phil. Management Studies (FT&PT) Ph.D. Biotechnology(FT & PT) Ph.D. Physical Education (FT&PT)	M.Sc. Molecular Bioscience

Year		Programme	
2013	---	M.Sc. Botany 2 years M.Sc. Bioinformatics Programme Converted to M.Sc. Bioinformatics 5 years integrated Programme	---
2014	---	M.A.History	M.Phil. English (PT)
2015	---	B.Voc. Accounting and Taxation & B.Voc. Information Technology (UGC Sponsored)	---
2016	---	B.Sc.Biotechnology	---
2017	---	B.Sc.Nutrition & Dietetics B.Sc. Environmental Sciences , Ph.D.Zoology(FT&PT)	---
2018	---	B.A. Tamil B.Com. Professional Accounting B.Com. International Accounting B.Sc. Botany B.Sc. Zoology M.A. Economics	---
2019	---	M.Sc. Data Science	---

2. BRIEF HISTORY OF THE COLLEGE

Bishop Heber College is a religious minority educational institution established by Tiruchirappalli – Thanjavur Diocese of the Church of South India. Its main objective is to cater for the higher educational needs of the members of the Church of South India and other Christians and specially to provide for them an educational atmosphere in keeping with the Christian ideals of the Church. The College, however, admits students of all faiths and religions and seeks to provide for them the best possible higher education.

Bishop Heber College traces its origin back to Christian Frederick Schwartz, the first German missionary, supported by the Society for the Promotion of Christian Knowledge (S.P.C.K.) in South India. He built a School near the Rock Fort in Tiruchirappalli in 1762. The School was vested in the S.P.C.K., and subsequently handed over to the Society for the Propagation of the Gospel (SPG) in 1825. Reginald Heber, the Lord Bishop of Calcutta, came to Tiruchirappalli in 1826 on his way to Sri Lanka. He visited the school on the morning of the 3rd of April and expressed the wish that better buildings might be provided. He also spoke to the Tamil Congregation and later in the morning died of apoplexy in the cold water bath in the District Court compound here. He was buried in St. John's Church, Trichy. The school was renamed as Heber Memorial School.

The Heber Memorial School became a full-fledged High School in 1864 and sent its pupils for the Matriculation Examination. In 1873 the School was raised to a Second Grade College and in 1882 it became a First Grade College. It was then known as S.P.G. College. It was the first College to be established in Tiruchirappalli. Honours Courses in History and Mathematics were introduced in 1925. The College came to be known as Bishop Heber College in the late 1920's and its Diamond Jubilee was celebrated in 1926 under the Presidentship of the then Governor of Madras, Lord Goschen.

The Lindsay Commission on Christian Higher Education in India recommended the merger of the Bishop Heber College with the Madras Christian College. Accordingly, Bishop Heber College was closed in 1934 and the Bishop Heber Hall emerged at Madras Christian College, Tambaram.

The People of Tiruchirappalli, however, were not happy about the closure of the College. Right from the year 1946, efforts were made to revive Bishop Heber College, but in vain. The Most Rev. Dr. Solomon Doraisawmy, who was consecrated Bishop of Tiruchirappalli-Thanjavur Diocese in 1964, plunged heart and soul into the effort to revive the College He succeeded in reviving the College on 24th June 1966.

The College functioned at Teppakulam in the Old College Buildings from 1966 to 1969, having only Pre-University classes. In July 1968 the College was upgraded to the Degree Standard with three Degree Programmes viz. History, Economics and Mathematics and the Degree Classes were conducted at Puthur, where the College had acquired a site for its permanent buildings.

For four years from 1968 to 1972, the College functioned in two places, the Pre-University Classes at Teppakulam and the Degree Classes at Puthur.   The College grew not only in strength but also in popularity and academic excellence and attracted students from all over Tamil Nadu.   In the meantime, the College managed to secure financial aid from the Protestant Central Agency for Co-operation in Development, Bonn, Germany for the construction of its permanent buildings.   The building scheme was taken in hand early in 1970 and four new building were opened in 1972.   Many more buildings have since been added and the College now has a beautiful campus with lovely gardens.

The College now offers twenty Under-Graduate, two B.Voc, twenty Post-Graduate, One integrated Post Graduate programme and as many Certificate, Diploma and Post Graduate Diploma programmes of study besides research programmes leading to M.Phil. and Ph.D. degrees.   The College started offering programmes in the Self-Financing stream from the year 1985.

The College has already established a great reputation for its high academic standards and attracts students from all over India and abroad.

The College runs the accredited Study Centre of the Indira Gandhi National Open University (IGNOU), New Delhi.

The revived College celebrated its Silver Jubilee in February 1992 and the 40th Anniversary in June 2006 and college celebrated its Golden Jubilee in this year 2016.

The University Grants Commission, New Delhi and Bharathidasan University, Tiruchirappalli granted Autonomy to our College during 2004-2005.

The College was accredited with 5 stars by the National Assessment and Accreditation Council (NAAC) on 21st May 2001 and was reaccredited at the A+ level in March 2007. Also, our College has been recognized by the UGC as "College with Potential for Excellence" on September 2011. In March 2015, the college reaccredited (3rd cycle) at A Grade by NAAC with CGPA of 3.58 on a 4 point scale and stood first among all the affiliated colleges in Bharathidasan University.UGC has sanctioned Rs.1 crore for building Multipurpose Gymnasium.DBT has sanctioned Rs. 35 lakhs for the development of Life Sciences along with Basic Sciences at the UG level under "Star College scheme". DST-FIST has sanctioned Rs.1 crore towards "College as a Whole" scheme for the development of PG programmes. UGC has sanctioned Rs.1.7 crore for introducing B.Voc.,programme in Information Technology and Accounting & Taxation.

The College, with the spirit of a goodwill ambassador, has cut across boundaries to propagate its educational mission. In keeping with the present educational trend, the College has signed a number of MoU's with various Universities, Colleges, institutions and other agencies of international repute. This fruitful endeavour helps in auguring an interface between institutions in order to promote exchange of information thereby facilitating and upgrading the quality of education offered by the College. The College has signed MoU's with Liverpool Hope University, UK, IESEG, France, Appalachian State University, USA, Groupe ESC, Rouen, France, Concordia College, New York, Merrimack College, USA, Davidson College, North Carolina, Au Sable Institute of Environmental Studies, USA. These MoU's bear eloquent testimony to the high standard and quality of education offered in the College.

Ever since Bishop Heber College became Autonomous, it was felt that the College must have its own approved rules and regulations which will serve as a tool to enhance the curricular and co-curricular activities of the College and synchronize and streamline the criteria stipulated by UGC and NAAC for the successful conduct and sustained development of the institution. With this aspiration in mind, the following rules and regulations have been framed under the various Statutory and Non-Statutory needs of the College for an able, active and ethical administration of this esteemed academic institution. These regulations are subject to amendments in future as and when required.

3.1 STATUTORY BODIES – STRUCTURE AND THEIR FUNCTIONS

An autonomous college is governed by various statutory bodies. A statutory body is one which makes laws and rules related to Autonomy and for the institution to ensure proper management of academic, financial and general administrative affairs.

The following statutory bodies are functioning in Bishop Heber College which is an autonomous and NAAC accredited academic institution

(a) Governing Body for Autonomy

(b) Academic Council

(c) Boards of Studies

(d) Finance Committee

3.1.1 GOVERNING BODY FOR AUTONOMY

The "Governing Body" mentioned here is different from the Trust/   Board/ Board of Management/Executive Committee of the College.

(a) Constitution

The following members will constitute the Governing Body for Autonomy of Bishop Heber College. The constitution of the Governing Body is as follows :

No. of Members	Category	Nature
1	The Bishop	The Bishop of the Trichy-Thanjavur Diocese who is the Chairman of the General Body will be the Chairman of the Governing Body for Autonomy.
4	Management	Nominated by the Chairman
2	Two members of the teaching staff – one each from Aided and Self Financed Sections	Nominated by the Principal based on seniority.
1	Educationalist or Industrialist	Nominated by the Management
2	UGC nominees	Nominated by the UGC
1	State Government Nominee	Academician not below the rank of Professor or State Government Official or of the Directorate of Higher Education / State Council of Higher Education
1	University Nominee	Nominated by the University
1	Principal of the College	Ex-Officio & Secretary.
1	Bursar	Special Invitee.
1	Controller of Examinations	Special Invitee.

(b) Term

For all the nominated members, the period is two years and for the UGC nominees the period is six years. Principal is the Ex-Officio member and Secretary.

(c) Functions

To advice the College on issues related to

(i) Admission / Fee Fixation / Scholarships / Fellowships / Medals / Awards.

(ii) New courses / Programmes leading to degrees / diplomas.

(ii) Infra-structural facilities.

(iii) Institute committees deemed fit for proper development of academic activities and overall/ holistic development of the college.

(iv) Nominate external experts to various Statutory and Non-Statutory bodies

(v) To recommend to the General Body the appointment of Deans for monitoring Academic activities.

(vi) To monitor the functions of all Statutory and Non-Statutory committees.

3.1.2   ACADEMIC COUNCIL

The Academic Council will be solely responsible for all academic matters in the College.

(a) Constitution

(i) The Principal (Chairman).

(ii) Vice-Principal.

(iii) Bursar

(iv) All the Heads/Co-ordinators of Aided and Self Financed departments.

(v) Four members of the teaching staff (Nominated by the Principal based on seniority – two from Aided Section and two from Self-financed Section or two from Arts and two from Sciences)

(vi) Not less than four experts from outside the college representing areas such as Industry, Commerce, Law, Education, Medicine, Engineering etc., to be nominated by the Governing Body for Autonomy.

(vii) Three nominees of Bharathidasan University.

(viii) A faculty member nominated by the Principal to be the Member Secretary.

(ix) Deans

(x) Controller of Examinations and Joint Controller of Examinations

(xi) Dean – IQAC.

(xii) Librarian and Physical Director

(xiii) Four student representatives, nominated by the Principal.

(b) Term

The term of all nominated members shall be two years. The meeting of the Academic Council shall be convened by the Principal at least once a year.

(c) Functions:

The Academic Council will have powers to:

(i) Scrutinize and approve the proposals of the Boards of Studies with or without modification, with regard to programmes of study, academic regulations, curricula and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant thereof. If 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.

(ii) Recommend to the Governing Body the proposals given by a Board of Studies for the introduction of new programmes of study in the related departments.

(iii) Recommend to the Governing Body for the institution of scholarships, studentships, fellowships, prizes and medals, and to frame regulations for the award of the same.

(iv) Advise the Governing Body on suggestion(s) pertaining to academic affairs made by it.

(v) Give suggestions for sports, extension activities, and proper maintenance and functioning of the play grounds and hostels.

(vi) Perform such other functions as may be assigned by the Governing Body.

3.1.3 BOARD OF STUDIES:

The body that is solely responsible for the preparation of syllabi of various courses, teaching and evaluation techniques for each Department / Discipline / Programme.

(a) Constitution

(i) Head/Coordinator of the Department concerned (Chairman).

(ii) Two external experts in the subject from the panel given by the Departments to be nominated by the Academic Council.

(iii) One expert to be nominated by the Vice Chancellor from a panel of six recommended by the Principal.

(iv) One representative nominated by the Principal in consultation with the department from Industry/Corporate Sector/allied area relating to placement.

(v) One post graduate meritorious alumnus to be nominated by the Principal in consultation with the Department.

(vi) Chairman, Board of Studies, may with approval of the Principal of the College, co-opt experts from outside the college whenever special courses of studies are to be formulated.

(vi) Other members of staff of the same faculty not exceeding ten including the Coordinator and Head. There will be an equal ratio of members from both aided and Self-Financed sections based on seniority.

(vii) The Dean of the respective discipline is to attend the Board of Studies meetings as special invitee.

(viii) The senior teacher of each specialization for Departments like Social Work and Management Studies as special invitee.

(ix) Controller of Examination / Joint–Controller of Examination – Special Invitee.

(b) Term

The tenure of the nominated members shall be two years.

(c) Functions

The Board of Studies of a department shall meet at least once in a year and

(i) Prepare syllabi for various courses keeping in view the objectives of the college, interest of the stakeholders and national requirement and get the approval of the Academic Council over its decisions made and resolutions passed.

(ii) Suggest methodologies for innovative teaching and evaluation techniques

(iii) Suggest a panel of subject experts to the Academic Council and a panel of experts for appointment as examiners to the Controller of Examinations

(iv) Co–ordinate research, teaching, extension and other academic activities of the Department .

3.1.4 FINANCE COMMITTEE:

The above committee will advise the Governing Body on financial matters.

(a) Constitution

(i) The Principal (Chairman)

(ii) One person to be nominated by the Governing Body of the college

(iii) One senior–most teacher of the College to be nominated by the Principal

(iv) Bursar

(v) Controller of Examinations

(b) Term

The tenure duration of the nominated members is two years.

(c) Functions

The Finance Committee will be an advisory body to the Governing Body, and will meet at least twice a year to discuss and consider:

(i) Finance matters related to the Autonomy Grant and Examinations Fees.

(ii) Budget estimates relating to the grant received / receivable from UGC, and income from fees etc., collected for activities to be undertaken in the schemes of autonomy and

(iii) Audited account for the above

3.2. NON-STATUTORY BODIES / COMMITTEES:

3.2.1 STAFF COUNCIL

The objectives of the Staff Council shall be to assist the Principal in formulating general guidelines and regulations which govern the functions of the College, to interpret the purposes and needs of the faculty and the students in the teaching-learning process.

(a) Constitution

The staff council will consist of the following members

(i)	The Principal	- Chairman
(ii)	Vice-Principals (Aided & Self-Financed)	- ex-officio
(iii)	Deans	- ex-officio
(iv)	Bursar	- ex-officio
(v)	Controller of Examinations	- ex-officio
(vi)	All the Heads/Coordinators of Aided and Self-financed Departments	
(vii)	College Librarian	
(viii)	Director, Physical Education	
(ix)	Special Invitees, if any	

(b) Frequency of Meetings

(i)   The Staff Council will meet as many times as business warrants through scheduled meetings.

(ii) The Principal shall communicate the date, time and agenda to the members.

(iii) In the absence of the Principal, the Vice-Principal shall act as the Chairman.

(iv) The Principal shall appoint a member as Recording Secretary to record the minutes of the meetings and the same has to be circulated to the members and a copy of the minutes is to be filed in the Principal's office.

(v)   The Heads/Coordinators shall depute the senior-most staff member of their Department in their absence.

(c) Functions

The Staff Council will assist the Principal to:

(i) Frame the norms/guidelines for the admission procedures for various programmes

(ii) Recommend the changes in the existing rules related to the framing of syllabi, examinations etc. to the Academic Council

(iii) Organize the Academic Council meeting

(iv) Frame/modify the rules and regulations for the statutory and non-statutory bodies under the Autonomous system.

(v)   Implement the Government/University rules and guidelines related to the staff and students, syllabus etc.

(vi) Prepare the necessary proposals/documents to be submitted to the agencies like University, UGC and NAAC

(vii) Go for MoU with National and International Universities /Agencies

(viii) Apply for new programmes

 (ix) Plan the academic calendar

(x) Organize the college functions like Convocation, Annual College Day , Academic Achievers day etc.

(xi) Maintain the general discipline in the campus and hostels

(xii) Implement any other assignment by the Principal.

3.2.2   ADMISSION COMMITTEE:

The main objective of the Admission Committee is to fulfill the vision and mission of our College and impart quality higher education to all, especially to the Christian Community, the poor, the needy and the under-privileged and contribute towards building a greater Nation.

(a) Constitution

The Admission Committee will consist of the following members:

(i) Principal – Chairman

(ii) Vice-Principals (Aided & Self-Financed)– Ex-Officio.

(iii) Deans (Arts / Sciences /IQAC)

(iv) Two senior most Faculty members.

(v) One senior most Faculty member from SC/ST community.

(b) Term

The term of the members, other than ex-officio members, shall be one year.

(c) Functions

The Admission Committee will ensure/monitor whether the

(i) Admissions to the different programmes are done to fulfill the vision and mission statements of the College

(ii) Eligibility to and duration of the different programmes based on the guidelines given by the parent University (Bharathidasan University)

(iii) Guidelines prescribed by the Government and the parent University regarding admission of students from other Universities/Countries are followed

(iv) Last dates for admission to the UG and PG programmes given by the University are adhered to

(v) Admissions to the individual programmes are done only upto the sanctioned strength fixed and communicated by the University and if additional seats are sanctioned by the University, they do not exceed the limits provided

(vi) Guidelines given by the State Government regarding reservation of seats for SC/ST/AR, BC and MBC are strictly followed

(vii) Quota for differently abled, outstanding sports persons and others as stipulated by the Government are followed

(viii) 50% of seats are reserved for Christian students in each programme and if Christian students are not available, those seats are distributed to other categories following the Government reservation guidelines

(ix) Minimum Marks required for admission to the individual programmes are fixed in consultation with the Heads /Coordinators

(x) Upper age limit for admission to UG programmes is twenty one years as on 1st July of the year of admission and a relaxation of five years for differently abled as per G.O. are followed

(xi) AICTE/Anna University/TANSET norms are followed for MBA/MCA admissions.

(xii) Following registers and other related documents pertaining to students admission are maintained :

- Sale of Application Forms
- List of Applications received within the last date prescribed
- List of Applications received after the last date prescribed
- Department–wise rank list registers signed by the members of the Admission Committee
- Interview cards sent
- Copies of selection lists published
- Minutes of Selection Committee meetings
- Admission Register
- Communication with the University/the Director of Collegiate Education related to admission

- Copies of all letters to the University/the Director of Collegiate Education making requisition for increase in seats and letters from the University permitting increase
- The applications received from SC/ST/MBC/DNC/BC/AR students who have been selected for admission and the number of such candidates admitted in each programme are maintained and preserved by the college

(xiii) Transfer of students from other colleges within University area/ outside the University (including shift I to shift II and vice versa) have the prior approval of the Registrar of the University. The Committee will also ensure whether the students opting for the Concurrent Programmes offered by the University possess the required qualifications for admission to such programmes. It will also ensure whether the students joining the various programmes such as M.C.A., B.C.A., and B.Sc. Computer Science under lateral entry have the required qualifications prescribed by the University.

(xiv) Overseas Students will be admitted based on the following criteria
- Clearance from Tamil Nadu Government in case of age relaxation
- NOC from the University with respect to the basic qualification.

3.2.3 LATERAL ENTRY AND TRANSFER OF STUDENTS:

(a) Lateral Entry

As per Bharadhidasan University Regulations (Ref: 12148 / BOCC1/2005), recognized Diploma holders in Commerce are eligible to join the B.Com Degree Programme in the second year (Lateral Entry), even as Postgraduate Diploma holders in Computer Applications are eligible to join M.C.A. in the second year. Such lateral entries are subject to the following condition:

Such candidates shall be classified on the basis of the marks obtained by them in the second and third year examinations of this University, and that they shall not be eligible either for ranking or for the award of the University prizes and medals.

(b) Transfer

Students seeking a transfer to the II year UG Programme in Bishop Heber College have to fulfill the following conditions:

(i) The students should have passed all the courses of the 1 year Degree Programme. (both the semesters)

(ii) The College in which the student studied previously(1 year)should have the same Part I
language and allied papers as in Bishop Heber College.

(iii) Seats must be available in the Department concerned of Bishop Heber College

(iv) In case of dissimilar courses between the two colleges, the student concerned has to take an equivalent course(s) offered by the department concerned.

(v) The Principal of the College has the right to exempt the candidate from doing the courses already studied and include additional course(s), in consultation with the Department concerned.

(vi) The student seeking a transfer has to pay the specified Transfer Fee to Bharathidasan
University through a D.D favoring the Registrar.

3.2.4 TESTS AND EXAMINATIONS COMMITTEE:

The College will have a Tests and Examinations Committee to supervise the conduct of Internal Tests and Semester Examinations. The Principal will be the Chairman of the Committee. The Additional Joint Controller of Examinations will be the Chief Superintendent of Tests and Examinations.

(a) The Committee will comprise the following members:

(i) Principal – Chairman

(ii) Vice-Principals (Aided & Self-Financed)

(iii) Deans (Arts /Sciences /IQAC)

(iv) Controller of Examinations and Joint Controller of Examinations

(v) Chief Superintendent of Examinations – Convener

(vi) Additional Superintendent (Self Financing Section)

(vi) Special Invitees if any

(b) Functions:

(i) The Committee will meet at least once in a semester.

(ii) One meeting will be held at the beginning of every semester in which the modalities of conducting the tests and examinations will be planned.

(iii) The Committee will finalize the schedule of Internal Tests and Semester Examinations for each semester.

3.2.5 GRIEVANCE APPEAL COMMITTEE (GAC):

(a) To go through the problems faced by the students inside the campus and seek remediation, the College will have a Grievance Appeal Committee with the following members;

(i) Principal – Chairman

(ii) Vice-Principals (Aided & Self-Financed)

(iii) Deans : Arts /Sciences /IQAC / Staff &Student Welfare

(iv) Senior Staff – Aided Arts Section

(v) Senior Staff – Aided Sciences Section   } Nominated by the Principal

(vi) Senior Staff –Self Financed Arts Section

(vi) Senior Staff –Self Financed Sciences Section

(viii) Controller of Examinations

(ix) Joint Controller of Examinations

(x) Bursar

(b) Term:

The term of the nominated members will be two years

(c) Functions:

(i) If the students have any complaints with respect to the facilities available in the class rooms, Laboratories, Library etc., they can appeal to the Grievance Appeal Committee and seek remedy.

(ii) The students can also appeal to the Grievance Appeal Committee, if they have any grievance with respect to the assessment by teachers for various components of Continuous Internal Assessment.

(iii) All appeals/complaints must be addressed to the Principal who will convene the meeting of the Grievance Appeal Committee whenever necessary to take necessary remedial steps.

(iv) All grievances/complaints related to the utilization of funds received from various agencies.

(v) Complaints from students related to unauthorized collection of funds.

3.2.6 DISCIPLINARY ACTION COMMITTEE (DAC):

(a) The Disciplinary Action Committee of the College will comprise the following members:

(i) Principal – Chairman

(ii) Vice-Principals (Aided & Self-Financed)

(iii) Deans : Arts /Sciences /IQAC / Staff &Student Welfare

(iv) General Co-ordinator – Self Financed section

(v) Head of the respective Department / Staff-in-Charge

(vi) Chief Superintendent of Examinations – Special Invitee

(vii) Controller of Examinations – Special Invitee

(viii) Joint Controller of Examinations – Special Invitee

(b) Functions:

(i) Any kind of indiscipline / misbehavior of students in the class, inside the campus or in the hostel will be referred to the Disciplinary Action Committee.

(ii) Malpractice of any kind by students in Tests, Examinations, Project Work, Viva – Voce, Field Work etc., will be referred to the Disciplinary Action Committee.

(iii) Ragging, teasing of students and other disputes among the students will also be referred to the Disciplinary Action Committee.

 The meeting of the Disciplinary Action Committee will be convened by the Principal whenever necessary and the students against whom the complaints are registered will be asked to appear before the Committee (if necessary, along with their parents) for enquiry. The decision taken by the Committee, regarding the nature of punishment, will be final. The punishment may be in the form of a fine, suspension from attending classes, dismissal from the College or being debarred from writing the Semester Examinations.

3.2.7 LIBRARY ADVISORY COMMITTEE:

 The objectives of the Library Advisory Committee shall be to recommend budgeting of library funds, to help the librarian in formulating general library policies and regulations which govern the functions of the library, to interpret the purposes and needs of the library to the administration, faculty, and the student body, and to communicate to the library the areas of concern and strengths as perceived by the college community.

(a) Constitution:

The Library Advisory Committee will consist of the following members:

(i) Principal – Chairman

(ii) Vice-Principals (Aided & Self-Financed)- Ex-Officio.

(iii) Deans- Arts /Sciences / IQAC / Research & Development

(iv) Bursar – Ex-Officio.

(v) Two Heads of Departments – one representing the Arts and the other representing the Sciences – nominated by the Principal.

(vi) Two senior staff (one each from Aided and Self-Financed sections)

(vii) Two P.G. students with high academic achievements – one representing the Arts and the other representing the Sciences – Nominated by the Principal.

(viii) Assistant Librarian – Ex-Officio.

(ix) Librarian – Member Secretary.

(x) Controller of Examinations

(b) Term:

The term of the members, other than ex-officio members, shall be two years.

(c) Frequency of Meetings:

(i) The Library Committee will meet as many times as business warrants.

(ii) The Member Secretary of the Committee will arrange the first meeting of the year as soon as the full Committee is selected and formed.

(iii) Meeting will be conducted at least once per semester.

(iv) One third of the members will constitute the quorum at any meeting of the Committee.

(v) In the absence of the Principal, the Vice-Principals (Aided / Self - Financed) shall act as the Chairman.

(vi) On the direction of the Chairman, meetings of the Committee shall be convened. The Librarian shall, ordinarily, issue to each member thereof , a notice for convening the meeting along with a copy of the agenda thereof at least seven days before each meeting.

(vii) In case of emergency meetings, the Chairman may suspend or modify the operation of the above rule regarding issue of notice and agenda.

(viii) Not less than half the members of the Library Advisory Committee may send a request to the Chairman to convene a meeting of the Committee.

(d) Functions:

The Library Advisory Committee will help

(i) In formulating general library policies and regulations which govern the functions of the library.

(ii) To provide proper documentation services and updating the Library collection.

(iii) To work towards modernization and improvement of Library and documentation services.

(iv) To formulate policies and procedures for efficient use of Library resources.

(v) To review Library readership of each Department.

(vi) To adopt measures to enhance readership.

(vii) To prepare budget and proposals for the development of the Library.

(viii) In allocating funds to the different Departments.

(ix) To seek feedback on Library functions from readers and suggest suitable remedial measures.

(x) To submit the annual report on the functioning of the Library.

(xi) To fix the fees and other charges for the use of the Library.

(xii) To appoint a Book Selection Sub Committee which may get assistance from the Heads/Coordinators of the Departments.

(xiii) To add , amend or delete any rules prescribed for the use of the Library services by the readers.

(xiv) To consider any matter referred to it by the Academic Council or the Principal.

(xv) To consider the policies regarding stock-taking/weeding out documents.

3.2.8 PLANNING AND EVALUATION COMMITTEE FOR/UNDER AUTONOMY:

(a) Composition:

The Principal shall be the Chairman and Convener of the Committee. The other members of the Committee will be:

(i) The Vice Principal (Aided)

(ii) Vice –Principal (Self - Financed)

(iii) Bursar

(iv) Deans – Arts /Sciences /IQAC /Research / International Relations / Training & Placement

(v) The Controller of Examinations

(b) Functions:

The main function of the planning and evaluation committee is to monitor the working of autonomy and ensure its smooth functioning.

(i) It will meet at least twice in a semester.

(ii) It will ensure that the Academic Council and the Boards of Studies meet regularly and fulfill their functions.

(iii) It will ensure that all regulations prescribed under autonomy are systematically followed.

(iv) It will assist the Principal in the preparation of the agenda of the Academic Council.

(v) The Committee will also arrange for the Academic Audit of the College every year.

3.2.9 RESEARCH AND DEVELOPMENT DIVISION (R & D):

(a) Members

(i) Principal – Chairman

(ii) Vice-Principal

(iii) Bursar

(iv) The Deans – Arts / Sciences / IQAC

(v) Nominated by the Principal

(vi) One Senior Research Supervisor in Science

(vii) One Senior Research Supervisor in Arts

(viii) The Controller of Examinations

(ix) Dean – Research & Development – Convener

(b) Period

Two years for the nominated members.

(c) Functions:

(i)   The Research Committee will meet every month.

(ii) The Committee will help, if requested by a research scholar or a Department, by providing with the current rules and regulations framed by the University for the conduct of research programmes. The Committee will also help the interested students to apply for research projects to funding agencies.

(iii) The applications for the financial support (Research Project Funds or Travel Support Funds) of the Management or any other funding agency, which are to be addressed to or forwarded through the Principal, will be scrutinized by the committee and sent back to the Principal with its recommendations for appropriate action over the application.

(iv) Any request, for a Training Programme or for an infrastructural facility to facilitate the research work, is to be sent to the Principal through the Research Committee. The Research Committee will seek the help of the Co–ordinator of IQAC to arrange such training programmes.

(v)   A Database of Research Supervisors and the Scholars with essential details will be available with the Research Committee.

(vi) The Committee will arrange for one or two meetings of all the research scholars and supervisors, every year.

(vii) The committee will select the best researcher of the year based on the number of approved publications and other research activities and their impact factors.

(viii) When conferences are arranged or books are published , any issue related to this is to be brought to the notice of the Research Committee.

(ix) The committee will try to resolve the grievances of the research candidates presented before the committee.

(x)   The committee has the power to monitor the funds used for research purposes by the researcher/Department.

(xi) A copy of the doctoral thesis should be submitted to the Library through the committee at the time of the Viva-Voce examination.

(xii) Provide criteria for the award of incentives to publications based on their National/International merit.

3.2.10 EXTENSION ACTIVITIES DIVISION:

(a) Members:

(i) Principal – Chairman

(ii) Vice-Principal (Aided)

(iii) Vice Principal (Self - Financed)

(iv) Dean of Extension Activities - overall Co-ordinator for all Part V Activities & Extension Activities.

(v) The Deans (Arts / Sciences / IQAC)

(vi) The Controller of Examinations

(vii) Co-ordinators of Part V activities

(viii) Extension Officer for Extension Activities (Off Campus).

(b) Functions / Roles of the members of the EAD:

(i)   The EAD is responsible for arranging a programme of orientation, on each of the different extension programmes, to the freshers and later on to help them to register themselves in different programmes.

(ii)   The SCEP will help the Co-ordinators of the Extension Programmes by arranging to provide them with funds from the College, audio–visual aids and to record the events / activities conducted throughout the year.

(iii) It is the responsibility of the Co-ordinators (Part V Activities) to have the record of attendance put in by the students in various activities of the programme and send the same to the Controller of Examinations at the end of his / her second and fourth semesters with the approval of the Dean.

(iv)   At the end of the second semester, the student will be informed about his/her attendance by the SCEP through the concerned Head of the Department, so that he/she can plan his/her attendance in the next year so as to earn a credit by making up 50% attendance at the end of the fourth semester.

(v)   The Controller of Examinations will accept the application of the students who have failed to earn a credit at the end of the fourth semester, to improve his/her attendance and forward it to the Co-ordinator of the extension programme concerned

(vi)   The Co-ordinator will help a credit chaser, the one who works in the third year for a credit, to take part in some events with the juniors and earn his credit within the period of his Degree Programme and send the grade/credit earned to the Controller of Examinations.

(vii) The Co-ordinator will recommend the application of the student for the sanction of "Leave-on-Duty" and forward it to the SCEP.

(viii) The Committee will sanction the Leave-on-Duty and send it to the respective Co-ordinators (Part V activities) to keep it filed and at the end of the second and fourth semesters send the same to the Attendance Section in the College office.

(c) Duties of Extension Officer : Off–Campus

(i)   He/She is the one who will help the staff Co-ordinators for the Part V activities in his/her special Off-Campus (Medical Camps, Social Awareness and Self Employment programmes etc. for the villagers) and Campus Programmes.

(ii)   He/She is expected to be present in the adopted / to be adopted villages and establish rapport with local leaders. Youth, self-help groups, villagers and other organizations /Institutions.

(iii) He/She has to plan, organize and implement various need based programmes in consultation with the staff co-ordinators for the extension activities in the adopted / to be adopted villages.

(iv)   He/She has to do all ground work – for example to train a group of villagers in the village itself or in the premises of the College.

(d) Rules and Regulations to be followed by the participating students:

(i)   It is mandatory for each student (UG) to earn a grade/credit through an Extension Programme for the award of his/her degree.

(ii) A minimum of 50% attendance is needed to earn a credit.

(iii) If a student has to participate in an important Activity of his / her Extension Programme he/she has to apply to the SCEP for the sanction of Leave-on-Duty in the prescribed / printed form, through the Co-ordinator of the programme and signed by the Head of the Department.

(iv) In a semester, a student can have at the maximum 20 days (Group 1 – NCC, NSS, YRC; Group 2-Sports and Games, Fine Arts) and 10 days (Group 3 – All the rest) Leave-on-Duty.

(v) Apart from the credit earned, the successful students are eligible to get a Special Certification issued by the College.

3.2.11 INTERNAL QUALITY ASSURANCE CELL (IQAC):

Internal Quality Assurance Cell is established for building and ensuring a quality culture and to meet diverse needs of the stakeholders at the collegiate level. The IQAC is meant for planning, guiding and monitoring Quality Assurance (QA) and Quality Enhancement (QE) activities of the College. It channelizes and systematizes the efforts and measures of the College towards academic excellence. It is a facilitative and participative organ of the College. The IQAC is a driving force for ushering in quality by working out intervention strategies to remove deficiencies/lacuna and enhance quality.

The IQAC shall be constituted under the chairmanship of the Principal. He/She may be assisted by a Dean who shall be a senior faculty member. This position may be held as an additional charge by the faculty member concerned.

(a) Composition of the IQAC:

The IQAC shall have the following composition:

(i) Head of the College – Chairperson (Principal)

(ii) Vice-Principals (Aided & Self-Financed)

(iii) Six senior teachers (four from Aided and two from Self Financed) and senior administrative officials (Deans) – as members.

(iv) Two or three external experts on Quality Management / Industry / Local Community – Members – special invitees

(v) Dean IQAC – Member Secretary.

(b) Term:

The members of b) and c) of the above shall be nominated by the Principal. The membership of such nominated members shall be for a period of two years.

(c) Functions:

The IQAC should meet at least once in a semester. The quorum for the meeting shall be two-thirds of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained by the coordinator, IQAC.

The IQAC shall have the following functions:

(i) Development and application of quality benchmarks / parameters for the various academic and administrative activities of the College.

(ii) Facilitating the creation of a learner–centered environment conducive for quality education and faculty maturation to adopt the required knowledge and technology for a successful participatory teaching and learning process;

(iii) Arrangement for feedback responses from students, parents and other stakeholders on quality–related institutional processes;

(iv) Dissemination of information on the various quality parameters of higher education;

(v) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;

(vi) Documentation of the various programmes/activities of the Higher Educational Institution (HEI), leading to quality improvement;

(vii) Acting as a nodal agency of the College for coordinating quality related activities, including adoption and dissemination of good practices;

(viii) Development and maintenance of Institutional database through Management Information Systems (MIS) for the purpose of maintaining / enhancing the institutional quality;

(ix) Development of Quality Culture in HEI;

(x) Preparation of the Annual Quality Assurance Report (AQAR) of the College based on the quality parameters/assessment criteria developed by the relevant quality assurance body.

(d) Specific Areas of Operations/Functions of IQAC

(i) Monitoring and supervising the various academic, co–curricular and extra – curricular activities.

(ii) Providing guidance to each Department on Quality related aspects.

(iii) Updating the curriculum.

(iv) Promoting research culture.

(v) Establishing optimum use of Information and Communication Technology (ICT) among the staff and the students.

(vi) Infra structure development for conducive academic environment.

(vii) Promoting International Links. (MoU)

(viii) Assessment surveys (Staff appraisal, SWOT analysis etc)

(ix) Periodic quality checks.

(x) Preparation of Annual Quality Assurance Report and other reports connected with Higher Education.

3.2.12   ANTI SEXUAL HARASSMENT CELL

Bishop Heber College is committed to create a healthy academic environment that enables students and staff (Teaching and Non-Teaching) to work without fear of prejudice, gender bias and sexual harassment. The college also believes that all the employees and the student community of the college have the right to be treated with dignity. Sexual harassment in the College campus is a grave offence and is punishable.

Sexual harassment would mean and include any of the following:

(i) Unwelcome sexual advances, requests or demand for sexual favours, either explicitly or implicitly, in return for employment, promotion, examination or evaluation of a person towards any college activity;

(ii) Unwelcome sexual advance involving verbal, non-verbal, or physical conduct such as sexually coloured remarks, jokes, letters, phone calls, e-mail, gestures, showing of pornography, lurid stares, physical contact or molestation, stalking, sounds, display of pictures, signs, verbal or non-verbal communication which offends the individual's sensibilities and affects her/his performance;

(iii) Eve teasing, innuendo and taunts, physical confinement against one's will and likely to intrude upon one's privacy;

(iv) An act or conduct by a person in authority which makes the environment in the college campus hostile or intimidating to a person belonging to the other sex;

(v) Any unwelcome gesture by an employee/student having sexual overtones

Complaint Redressal Committee:

A Committee has been constituted by the Management to consider and redress complaints of Sexual Harassment. The Chairman and Members of the Committee are as follows:

Committee:

(i) Principal – Chair Person

(ii) Vice-Principals (Aided & Self-Financed)

(iii) Bursar

(iv) Deans – Arts /Sciences / IQAC / Staff & Student Welfare

(v) The Controller of Examinations

(vi) Three senior faculty members nominated by the Principal (of whom two shall be ladies)
(vii) Special Invitee/s (if needed, at the Principal's discretion)

Redressal Process:

Any student/employee who feels is being sexually harassed directly or indirectly in the college campus may submit a complaint of the alleged incident with date and time of occurrence to any member of the Committee in writing with his/her signature within five days of occurrence of the incident.

The Committee will maintain a register to endorse the complaint received by it and keep the contents confidential, if it is so desired, except to use the same for discreet investigation.

The Committee will hold a meeting with the complainant within seven working days of the receipt of the complaint, but no later than ten working days in any case.

At the first meeting, the Committee members shall hear the Complainant and record her/his allegations. The Complainant can also submit any corroborative material with a documentary proof, oral or written material, etc., to substantiate his/her complaint. If the Complainant does not wish to depose personally due to embarrassment of narration of event, a lady faculty member for lady student/employees involved and a male faculty member for male student/employees, involved shall meet and record the statement.

Thereafter, the person against whom complaint is made may be called for a deposition before the Committee and an opportunity will be given to him/her to give an explanation, whereafter, an "Enquiry" shall be conducted and concluded.

In the event, that the complaint does not fall under the purview of Sexual Harassment or the complaint does not mean an offence of Sexual Harassment, the same would be dropped after recording the reasons thereof.

In case the complaint is found to be false, the Complainant shall, if deemed fit, be liable for appropriate disciplinary action by the Management.

Enquiry Process:

The Committee shall immediately proceed with the Enquiry and communicate the same to the Complainant and person against whom the complaint is made.

The Committee shall prepare and hand over the Statement of allegation to the person against whom the complaint is made and give him/her an opportunity to submit a written explanation if she/he so desires within 7 days of receipt of the same.

The Complainant shall be provided with a copy of the written explanation submitted by the person against whom the complaint is made.

If the Complainant or the person against whom the complaint is made desires any witness/es to be called, they shall communicate in writing to the Committee the names of witness/es whom they propose to call.

If the Complainant desires to tender any documents by way of evidence before the Committee, he/she shall supply original copies of such documents. Similarly, if the person against whom complaint is made desires to tender any documents in evidence before the Committee he/she shall supply original copies of such documents. Both shall affix his/her signature on the respective documents to certify these to be original copies.

The Committee shall provide every reasonable opportunity to the Complainant and to the person against whom complaint is made, for putting forward and defending their respective case.

The Committee shall complete the "Enquiry" within reasonable period but not beyond three months.

The report of the Committee shall be treated as an enquiry report on the basis of which an erring student/employee can be awarded appropriate punishment straightaway.

The Principal will direct appropriate action in accordance with the recommendation proposed by the Committee.

Other points to be considered:

The committee may recommend the action which may include dismissal or any other appropriate disciplinary action.

Where sexual harassment occurs as a result of an act or omission by any third party or outsider, the Principal shall take all steps necessary to assist the affected person in terms of support and preventive action.

In case the Committee finds the degree of offence coverable under the Indian Penal Code, then this fact shall be mentioned in its report and appropriated action shall be initiated by the Management, for making a Police Complaint.

3.2.13 INTERNATIONAL RELATIONS DIVISION

To streamline the international relations of our college it has been decided to have a separate International Relations Cell. This international relations cell will have the following objectives:

(i) To draft MOU's with foreign universities and colleges.

(ii) To facilitate in organising faculty and students exchange programs.

(iii) To coordinate with various departments regarding curriculum mapping with the foreign universities.

(a) Constitution

(i) Principal – Chairman

(ii) Vice-Principals (Aided & Self-Financed)

(iii) Deans Arts /Sciences /IQAC and

(iv) Special Invitees (Recommended by the principal)

(v) Dean – International Relations – Convener

(vi) Associate Deans – (International Relations)

(b) Functions of the International Relations Cell

The international relations cell will assist the Principal to:

(i) Frame the norms/guidelines pertaining to international affairs

(ii) Map credits for exchange students

(iii) Frame rules for the international hostel – specially applicable to students

(iv) Frame the regulations for the international dining hall and hostel

(v) Draft regulations for incoming students and outgoing international exchange students

(vi) Formulate the procedures for fees/hostel and dining charges to be collected by the college

(vii) Decide on attendance, and internal credits, for outgoing and incoming students

(viii) Address the issues and grievances related to international affairs/ students/staff

(c)Tenure

Two years

(d) Frequency of Meeting

The international cell will meet once in three months every year, or as and when the need arises.

3.2.14   STAFF AND STUDENT WELFARE DIVISION (SSW)

The SSW cell has the following operational areas:

(i)   To identify training needs of the faculty, non teaching staff and students of Heber community.

(ii)   To plan and organise need based training and developing training modules for the overall skill development of the teaching staff, non teaching staff and students. (Training programs in SLET, NET, CSIR, Communication and soft skills etc)

(iii) To provide guidance in obtaining funds from International, National, Government and nongovernmental organisations.

(iv)   To provide conducive environment for teaching, non teaching staff and students.

(v)   To expose the staff and students to international standards, certifications and teaching environment.

(vi)   To make the staff and students globally competent.

(vi)   And also to take care the welfare of the faculty members, Non-teaching staff and the entire student community

(a) Constitution

(i) Principal

(ii) Vice-Principals (Aided & Self-Financed)

(iii) Bursar

(iv) Dean of Staff and Student Welfare

(v) Deans of Training & Placement

(vi) Deans – Arts /Sciences /IQAC

(vii) International office representative

(viii) Special invitees (Recommended by the principal)

(ix) Student Services Centre Co-ordinator

(b)) Tenure
    Two Years

(c) Frequency of meeting
    A two day meeting at the month of May/June for overall planning and designing the training calendar and periodical review once in three months.

3.2.15 TRAINING AND PLACEMENT DIVISION
Training and Placement Division will address the following

- To organize and conduct skill oriented programmes for students in order to attain employability such as Effective Communication, Aptitude and Hands on training in the field and classrooms etc.
- To drive for the conduct of Campus Interviews for all the departments.
- Monitor the student profile.
- Create awareness among the students towards Job Opportunities.
- Establish a healthy the relationship between Bishop Heber College card Industries of various kinds.
- Conduct Job Fairs in the Campus once a year at least.
- Monitor the Off Campus drive.
- Initiate coaching classes for competitive examinations of TNPSC, UPSC, NET, Railways, Banks etc.

(a) Constitution

(i) Principal

(ii) Vice-Principals (Aided & Self-Financed)

(iii) Bursar

(iv) Dean - Training and Placement

(v) Associate Dean - Training & Placement

(vi) Dean of Staff & Student Welfare

(vii) Placement officer

(viii) Alumni (Two members)

(ix) Special invitees (Recommended by the Principal)

(b) Tenure : Two years
Frequency of meetings :

Will meet once in every semester or as and when needed

4. PROCEDURE FOR STARTING A NEW PROGRAMME

The procedure for starting a new programme in any department is as follows :

(i) The Department concerned should give a proposal to the Governing Body / Trust of the College and get its consent.

(ii) The Department which intends to offer a new programme should give a proposal to the concerned Board of Studies stating the

✪ Need and scope of the programme.

✪ Eligibility of the takers.

✪ Syllabi for the various courses and the curriculum of the programme.

✪ Methodology of teaching and evaluation techniques.

✪ Eligibility of teachers.

✪ Number of students per batch.

✪ Period of the programme.

✪ Relevance to society and job opportunities.

✪ The recommendations of the Board of Studies is to be presented to the Academic Council.

✪ The Academic Council shall scrutinize the syllabi, eligibility of the candidates and all other related issues and recommend to the College Governing Body/Trust.

✪ After getting the permission from the College Governing Body / Trust, the Head of the Department concerned should seek the help of the Principal to get the recognition from the University / UGC / AICTE.

✪ If the newly started programme is a Diploma or a Certificate Programme, the Diploma / Certificate will be issued under the seal of the College.

✪ The College may rename the existing programme after restructuring / redesigning it, with the approval of the College Academic Council as per the UGC norms. The new nomenclature should be as specified by the UGC under section 22 of UGC Act.

✪ The University should be duly informed of such changes so that it may award new degrees in the place of the old.

Wherever and whenever the University may ask clarification regarding the issues in the proposal from the College, the College will provide such clarification with an understanding that the University shall accept the students for award of degree under such newly proposed or modified study programmes.

5. STUDENTS EXCHANGE PROGRAMMES

Bishop Heber College allows a few meritorious students to go on Students Exchange Programme to some of the foreign Universities with which the College has signed MoUs. A student who wishes to go to a foreign University, for a semester on Students Exchange Programme, has to follow the following guidelines offered between each college / university.

(i)   The student has to choose the course works, in consultation with his/her HOD, so that (a) the course works are relevant to the Programme he/she is undergoing in Bishop Heber College and at the same time take note that there is no overlapping (b) there is no mismatch in the number of course works/credits offered between each college/university.

(ii) The foreign university will be asked to send the Marks/Grades to the Controller of Examination directly, once the student completes his/her studies in the University. The Controller of Examinations, in consultation with the HOD, will ensure that there is no mismatch in the number of course works to be done as well as the total credits to be earned for the semester.

(iii) As the candidate has to earn the minimum credits required from different parts of the curriculum as prescribed by the University / Government, the students will be required to take a suitable number of course works in the subsequent semesters to meet this need.

In case of mismatch of credits/courses related to the core courses, the HOD / coordinator of the respective department will be required to go through the syllabi of the course works done in the foreign university and recommend suitable additional credits, as a consideration for the student's international exposure, so as to arrive at the total number of credits to be earned for that semester.

6. PROJECT AND INTERNSHIP

6.1 PROJECT :

Final Year Project Report Guidelines:

As part requirement for the award of UG/PG degree a project must normally be carried out by students in their final year of study. The project is a module that provides the students with the opportunity to design, undertake or conduct an independent / a group (preferably be 3 and not more than 5 students) , piece of research or study related to their Programme of Studies under the guidance of a supervisor. The supervisors (project guides) may be assigned to each project group by the concerned HOD. The project will carry 5 credits. A project report should be submitted as part of the module and this should be complemented with a project presentation and software demonstration. Repetition of projects will be rejected at any level.

Formation of project groups shall be done such that each group has representation of students with varying academic merit from best to average as well as mixed domain expertise. Any left out student should be randomly attached to any group .

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 his/her work in the form of project report.

(iii) 2 copies of Project Report to be submitted of 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, Viva and Demonstration of the software

Project work Assessment Plan			Maximum Marks to Award
Internal Assessment	Review - 1		10
	Review - 2		10
	Review - 3		10
	Overall internal Marks		**30**
External Assessment	Thesis Evaluation	Internal Examiner	15
		External Examiner	15
	Viva Voce	Internal Examiner	20
		External Examiner	20
	Overall External Marks		70
	Total		**100**

6.2 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 intend to provide experiential learning to integrate knowledge and theory of extension education with practical application and skills 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.

Guidelines for Internship – Summer / Winter Placement :

For UG Programme :

UG students those who are interested to go for Summer or Winter internship for a duration of minimum 4 weeks will be taken as extra credit (V/VI Semester) in their curriculum and can be awarded 2 Credits.

For PG Programme :

(i) PG Students can choose an internship of 4 credits instead of an elective paper in their final semester. Students those who are going for a training in a reputed industry / research lab for a minimum period of 2 months (60 days) will be awarded 4 credits. They can avail the period from 15th November to 15th January or 15th may to 15th July.

(ii) PG Students those who are interested to go for Summer or Winter internship for a duration of minimum 4 weeks will be taken as extra credit (III/IV Semester) in their curriculum and can be awarded 2 credits.

Evaluation for internship / Summer Project :

Students are asked to submit a consolidated report and certificate from the Industry / Agency and they will be assessed as follow :

External (Industry / Agency) (Regularity – 10 , Activities undertaken – 10, Skill – 10, Contribution – 10)	**: 40 Marks**
Internal (Department) (Regularity – 10 , Performance – 10 , Observation & Presentation – 10, Personal Development – 10)	**: 40 Marks**
Viva Voce (Done by the Staff incharge and HOD/ Sr. Staff)	**: 20 Marks**

HOD has to submit, list of students undergoing internship and the Mark statements for the above distributions to the COE office before the beginning of the Second Internal Examination of that semester.

Note : If the summer Project / Internship Programme is in related with Core Project, then it will not be considered as an Extra Credit Course for that particular student

7. REGULATIONS FOR EXAMINATIONS AND VALUATIONS

7.1 END SEMESTER EXAMINATIONS (ESE):

(i) All those students who have put in the required number of days of attendance are eligible to appear for the End Semester Examinations irrespective of whether they have passed in the CIA or not. If a student has a shortage of attendance and if the shortage is condoned as per the University guidelines then he/ she can appear for the End Semester Examinations, after paying the prescribed condonation fee. Students whose shortage of attendance is not condoned will not be permitted to write that semester's examinations.

(ii) Students have to pay the examination fees for all the courses of the current semester and arrear courses, if any, and submit the application form to the Office of the Controller of Examinations before the due date stipulated.

(iii) The Hall Tickets for the End Semester Examinations will be issued to the students a few days before the commencement of the End Semester Examinations. Each student must bring his/her Hall Ticket and ID Card to every session of the End Semester Examinations. If, for any valid reason, the Hall Ticket of a student is detained he/she is not permitted to write the ESE.

7.1.1 CHIEF SUPERINTENDENT (TESTS AND EXAMINATIONS):

(i) For each academic year one senior member of the staff will be appointed by the Principal as the Chief Superintendent, based on his/her availability and willingness. The Chief Superintendent will be fully responsible for conducting the Internal Tests and End Semester Examinations.

(ii) He/She will be supported by a team of staff members including Additional Chief Superintendent, reserve invigilators and other support staff.

(iii) The Chief Superintendent can choose the Additional Superintendent (preferably from the other shift) and the support staff in consultation with the Principal.

(iv) All works, related to the Internal Tests will be non-remunerative and the strength of the support staff will depend upon the need and requirement.

(v) For the End Semester Examinations, the remuneration will be paid based on the guidelines laid down by the Bharathidasan University. The Chief Superintendent will follow the guidelines strictly to choose the support staff and invigilators.

(vi) The Internal Tests / End Semester Examinations are common for both Aided and Self Financed sections. The Chief Superintendent will be responsible for making all arrangements for Internal Tests and Semester Examinations.

(vii) He / She will look after the preliminary arrangements like collection of Answer Books, Additional Sheets, Absentees Statement Forms, Attendance Forms and other Stationeries from the College office (Aided / Self Financing) / Office of the Controller of Examinations prior to the Internal Tests or Semester Examinations.

(viii) The Chief Superintendent will also look after the assignment of invigilation duty to the teaching staff for the Internal Tests and Semester Examinations.

(ix) For Internal Tests, the invigilation duty will be equally divided among all the teachers.

(x) For the End Semester Examinations the invigilation duty is mandatory for all the teachers. However the Chief Superintendent can use his / her discretion to assign desired number of sessions judiciously to teachers who willingly opt for it.

(xi) The Chief Superintendent may also get some staff members (about 5-10%) from neighboring colleges for invigilation work during the Semester Examinations.

(xii) Any change in the invigilation assignment must be done only with the approval of the Chief Superintendent.

7.1.2 DUTIES OF THE CHIEF SUPERINTENDENT

The Chief Superintendent will

(i) Collect the question papers from the Office of the Controller of Examinations in advance, verify and tally with the courses and the number of students registered for the respective courses as per the time table and keep them in his/her safe custody.

(ii) Assign rooms/Halls to the invigilators half an hour before the commencement of the Internal Tests/Semester Examinations and distribute required number of question papers for each course to the invigilators .

(iii) Instruct the invigilators to be in their respective rooms/halls at least 10 minutes before the commencement of the Internal Tests/Semester Examinations.

(iv) Instruct the invigilator to check if the students have brought their ID cards and Hall Tickets (for the End Semester Examinations) even before distributing the question papers.

(v) Ensure that the absentees are marked and the signature of the students present are obtained promptly by the invigilators.

(vi) Ensure that all the students write the Internal Tests for the entire duration (2 hours) and the End Semester Examinations till the last half hour (2½ hours).

(vii) Ensure that the answer scripts are collected, checked and packed in respective covers on which the roll numbers/register numbers present and absent are marked correctly along with the course code and the course title.

(viii) Make sure that the answer script bundles are handed over to the respective Departments / Office of the Controller of Examinations immediately after the Internal Tests/End Semester Examinations along with the list of absentees and get the acknowledgment for the same.

(ix) Ensure that all malpractice cases (of any nature) are reported to the Office of the Controller of Examinations promptly.

7.1.3 THE CHIEF OBSERVER

(i) The HOD or the Coordinator will act as a Chief observer for all the Examinations in the particular sessions assigned to them

(ii) Inspect the Examination Halls and verify the seating arrangement . If the seating arrangement is improper he/she shall inform the superintendent Exam and get it amended.

(iii) Observe that internal vigilance group is active. Similarly, visit the examination hall frequently and exercise check for proper conduct of examination and discouraging malpractice.

(iv) Keep vigil of all aspects of the conduct of examination at the centre and report the cases of malpractice / misconduct, if any, to the superintendent Exam. The superintendent Exam. Shall take action in such cases as per prescribed procedure

7.1.4 DUTIES OF HALL SUPERINTENDENT /INVIGILATORS

a. You are requested to report to the Chief Superintendent according to the timings given below:

TIMINGS	FORENOON SESSION	AFTERNOON SESSION
Examination	09.30 a.m. to 12.30 p.m.	02.00 p.m. to 05.00 p.m.
Reporting	09.00 a.m.	1.30.p.m.

b. You are requested to verify that the 1. Student is seated according to his/her table number

2. ID Card 3. Hall Ticket 4. Mobile Phone (Switch off) and check other belongings if any.

c. Instruct them that if they indulge in malpractice, they will be debarred for two semesters

d. The Invigilators must sign in all the answer books/ additional sheets issued to the students, after ensuring that the students have filled in their Register Number, Course Code etc. correctly

e. Do not permit any student to enter the examination hall after 30 minutes from the commencement of the examination. Direct him / her to get the permission from the Chief Superintendent.

f. If you come across any candidate indulging in malpractice of any kind, you must report it to the chief Superintendent without fail, in order to take appropriate action

g. Candidates are permitted to leave the Examination Hall only during the last 30 minutes of the examinations

h. Avoid mistakes in preparing the attendance report of the students.

i. After the examination, arrange all written answer scripts in ascending order of Register Numbers and Submit the Same to the Chief Superintendent

j. Go around the hall and distribute the additional sheets in person.

k. Avoid using mobile phone during invigilation work.

i. The invigilators shall extend their full cooperation to the Chief Superintendent to conduct the Semester Examinations smoothly and successfully.

7.1.5 QUESTION PAPER SETTING

(a) QUESTION PAPER SETTING – INTERNAL TESTS

(i) For Internal Tests, the question papers for all the courses of UG and PG programmes, will be set by the Internal Examiners (Teachers of Bishop Heber College).

(ii) For each course there will be one common question paper for all sections of aided and self financed streams. The question papers will be of two hours duration, following the model chosen by the respective departments.

(iii) The Heads of Departments / Coordinators are responsible for identifying the question paper setters, collecting the typed copy of question papers from them and sending them to the office of the Controller of Examinations before the due date.

(iv) The question paper setters will take utmost care to maintain confidentiality of the questions set by them.

(b) QUESTION PAPER SETTING – END SEMESTER EXAMINATIONS

(i) For all UG programmes the Board of Examiners for question paper setting will consist of both examiners from other colleges (External Examiners) and from our own college (Internal Examiners).

(ii) The External Examiners will be chosen based on their expertise other college / Universities.

(iii) The question papers for all language courses, core courses, allied and elective courses will be set by the External Examiners.

(iv) For all Part IV courses, like Value Education, Environmental Studies, Skill Based Elective Courses, Non-Major Elective Courses etc. the question papers will be set by the Internal Examiners.

(v) Wherever an Internal Examiner is required, the services of one of the staff members who is handling the subject currently, will be used.

(v) The Controller of Examinations can use his discretion to appoint examiners either from the panel of examiners recommended by the Board of Studies of the respective departments or from the Staff Returns obtained from other colleges as per the Requirement and Experience.

(vi) Suitable honorarium, not less than that fixed by the Bharathidasan University will be paid to the question paper setters of End Semester Examinations.

(vii) For all the core and elective courses of all the PG programmes the Board of Examiners for question paper setting will have only the External Examiners.

(c) SCRUTINY OF QUESTION PAPERS:

For the End Semester Examinations the Question Papers will be scrutinized by a committee which consists of any one the senior staff member of the Department and at least two senior members from among the Question Paper Setters. The Scrutinizing Committee will check whether the Question Papers are set as per the prescription of the respective Boards of Studies. If not, it will be reported to the Controller of Examinations (for necessary action).

7.2   VALUATION OF ANSWER SCRIPTS OF END SEMESTER EXAMINATIONS
7.2.1   CENTRAL VALUATION

The College will follow the Central Valuation system for all the courses of UG and PG Programmes. The valuation will be held in the College campus on the days scheduled, immediately after the Semester Examinations. The Central Valuation will be supervised and monitored by the Chief Superintendent who is appointed by the Principal. Based on the availability and willingness, a senior member of the staff will be appointed by the Principal as the Chief Superintendent for each academic year.   Separate Boards of Examiners for UG, PG and M.Phil. programmes will value the answer scripts.

There will be only one valuation for all the UG programmes. The answer scripts of Part IV courses such as Value Education, Environmental Studies & NMEC and SBEC will be valued only by the Internal Examiners who teach the subjects.

For PG & M.Phil. programmes there will be a double valuation system valued by both Internal and External examiners. The first valuation will be done by the Board of Internal Examiners consisting of teachers who teach the courses and the second valuation will be 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 within the prescribed margin (below or equal to 20), the average will be considered as the marks scored. In cases where the difference between the first and the second valuations is more than the prescribed margin a third examiner will value such scripts and the average of the nearest two 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.

Valuation of VLO & ED courses, and M.Phil. programmes Specialization courses will be valued only by the Internal examiners. For Diploma and P.G. Diploma courses offered by the college, the valuation will be done only by the Internal examiners.

7.2.2. CHIEF SUPERINTENDENT – CENTRAL VALUATION

(i) The Chief Superintendent (CV) from aided section assisted by two senior teaching staff, from the Self Financing section, as Additional Chief Superintendents, will be responsible for the entire valuation schedule.

(ii) He / She can also have a team of non – teaching staff (See Appendix) to assist him / her.

(iii) The Chief Superintendent will receive the answer scripts from the Controller of Examinations Office and distribute them to the respective Valuation Boards.

(iv) It is the responsibility of the Chief Superintendent (CV) to check and tally the answer scripts with that of the strength registered for various courses.

(v) Any discrepancy in the number of answer scripts, the list of absentees or the course codes should be promptly brought to the notice of the Controller of the Examinations by the Chief Superintendent.

(vi) Each day , at the end of the valuation session , the Chief Superintendent (CV) will tally the marks list with the answer scripts valued and hand over the marks lists to the Controller of Examinations.

(vii) The Chief Superintendent (CV) will check and counter–sign all claims and bills related to the valuation and forward them to the Office of the Controller of the Examinations for payment.

7.2.3. CHIEF / CHAIRMAN OF THE VALUATION BOARD

For UG Valuation Boards where there are a large number of examiners, for every 5–8 examiners, there will be one Chief Examiner appointed on the bases of seniority. For PG Valuation the Head of the Department will be the Chief Examiner for both Internal and External Valuation. For UG valuation the HoD / next senior most staff will be the chief examiner. If the total number of Examiners is less than eight, the Head of the Department will act as the Chief Examiner. For two or more number of Chief examiners, the Head or next senior most staff will be the Chairman of the board.

DUTIES OF CHAIRMAN OF THE VALUATION BOARD:

- The Chairman has to conduct the Board Meeting along with Chief examiners and submit the minutes of the Board meeting to the Chief Superintendent of the Central Valuation.

- The Chairman will help the Chief examiner in distributing the answer scripts to the examiners.

- Instruct the Chief Examiner to distribute the scripts allotted to the examiners in two parts and issue the one in the FN & another in the AN.

- The Chairman has to Coordinate with all the Chief examiners and assist the Chief Superintendent of Central Valuation for the conduct of smooth valuation process.

- The Chairman has to check whether the valuation is according to the Scheme of Valuation.

- Regarding PG Valuation, if there is any correction in the Scheme of Valuation done in I Valuation, pass on the information to the II Valuation Examiners too **(Refer form no.8.3 in page 134)**

DUTIES OF CHIEF EXAMINER OF THE VALUATION BOARD:

- Before beginning of the Valuation, Chief examiner will conduct the Board meeting with the other Chief examiners and / or with the Chairman.

- The Chief examiner has to submit the minutes of the Board meeting to the Chairman/ Chief Superintendent of the Central Valuation.

- Chief examiner will distribute the scripts allotted to the examiners in two parts and issue the one in the FN & another in the AN.

- The Chief Examiner has to instruct the examiner to value the answer scripts according to the Scheme of Valuation.

- Regarding PG Valuation, if there is any correction in the Scheme of Valuation done in I Valuation, pass on the information to the II Valuation Examiners too.

- The Chief examiner will check 10% of the answer scripts at random and give necessary suggestions to the examiners to maintain uniformity in the valuation.

- The Chief examiner will also verify the total marks and entry of marks in the marks list.

- It is also the responsibility of the Chief examiner to tally the total number of students in the marks lists with answer scripts and hand them over to the Chief Superintendent.

- In case anybody approaches for favours, the matter shall be intimated to the Chief Superintendent immediately **(Refer form no.8.4 in page 135).**

7.2.4 INSTRUCTIONS TO EXAMINERS APPOINTED FOR VALUATION

1. Examiners should report for the Valuation at 9.30 a.m. and sign in the register by 9.30 a.m. and 3.30 p.m. for forenoon and afternoon sessions respectively.
2. A valuator is permitted to value a maximum of 50 UG / 40 PG Scripts per day.
3. The Examiners are requested to adhere to the Scheme of Valuation while evaluating the answer scripts.
4. The examiners shall maintain strict confidentiality regarding their appointment. In case anybody approaches for favours, the matter shall be intimated to the Chief examiner / Chief Superintendent immediately.

5. If the examiner suspects malpractice of any kind, he/she shall immediately bring it to the notice of the Chief Superintendent.
6. The marks awarded to each question shall be entered in the corresponding block of the front page of answer script. If an answer is awarded 5 marks it shall be entered as "05". Fractions if any shall be rounded off to the next higher integer.

7. The total marks awarded should be entered in Mark Statement.
8. The examiner shall affix his signature along with his/her name and date on each Mark Statement.
9. After valuation all the answer booklets and Mark statements shall be handed over to the Chief examiner before leaving the hall.
10. Discrepancy, if any, in the number of answer booklets or their description as compared to the legend on the cover, in which they are presented, shall immediately be brought to the notice of the Chief Examiner.
11. Silence should be strictly maintained and Mobile phones should be kept in silence mode during valuation.
12. Issue of Photocopy of the answer scripts : Photocopy of answer script will be given to the students on request or under RTI Act. Hence Paper valuators should be vigilant while valuing the answer scripts

7.2.5 MODERATION BOARD:

(a) The Members

(i) Head of the Department

(ii) One member (chief) from the External Board of Examiners.

(iii) Respective Dean (Arts/Sciences)

(iv) Controller of Examinations

(b) Functions of the Moderation Committee:

The Committee will find out the reason for the poor performance of the students. If the committee feels that some moderation need be done, it has to prescribe the moderation to be implemented.

7.2.6 RESULTS–PASSING BOARD

The following members will constitute the Results Passing Board:

(i) Principal

(ii) Vice Principal

(iii) Dean of Sciences/Arts

(iv) Head of the Department/Co-ordinator

(v) Staff Representative of General Body

(vi) Controller of Examinations and Joint Controller of Examinations

The Board will scrutinize the semester results of the respective departments and give its approval for publishing the results.

A student is declared to have earned a credit from a course work only if he/she has got at least the minimum marks prescribed in the Continuous Internal Assessment and End Semester Examinations in that course.

8.1 TESTING AND EVALUATION OF STUDENTS

The evaluation of a student in a particular course is based on his / her performance both in the (i) Continuous Internal Assessment (CIA) and (ii) the End Semester Examinations (ESE).   A student has to pass the CIA and ESE separately to complete a course work.

Definitions :

Programme : "Programme" means core degrees offered in various disciplines.

Course: "Course" refers to the courses offered under the degree programme spread over the complete Programme of study as under.

Part I means "Tamil/Other languages" offered under the programme.

Part II means "English" language offered under the programme.

Part III means "the Core Subjects" related to the programme concerned including practicals.

Part III Allied - means "Allied Subjects" offered as allied, which is interdisciplinary in nature but related to the programme.

Part III Electives-means "Elective Subjects" related to the Core Subjects of the programme concerned.

Part IV (i) Basic Tamil / Advanced Tamil

      (a) Basic Tamil I & II for other language students

      (b) Advance Tamil I & II for those who studied Tamil upto 10 or +2 but opt for other languages in degree programme

      (ii) "Non-Major Elective Course" is an option being given to students who do not come under the above categories (i).

      (iii) Skill Based Elective Course means the courses offered under the programme related to Advanced Skill acquisition for industrial application.

      (iv) "Foundation Course" means courses offered as

       (a) Environmental Studies

       (b) Value Education – Moral Instructions / Religious Instructions

      (v) Soft skills – course offered in IV semester, under programme related to life skills.

Part V : (i)"Extension Activities" means all those activities which form part of NSS/NCC/Sports/YRC and other co and extra curricular activities.

      (ii) Gender Studies

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:

For Undergraduate Programme (Three Years) :140 credits
For B.Voc. Programme (Three Years)   : 180 credits

For Postgraduate Programme (Two Years)   : 90 credits; MBA- 120 credits; MCA- 140 credits

Choice Based Credits:

All the Undergraduate and Postgraduate Programmes offered by the college will be based on a Credit System offered under the Choice Based Credit System (CBCS). This is to enhance the quality and mobility of the students within and between the Universities in the country and abroad.

8.2 CONTINUOUS INTERNAL ASSESSMENT (CIA)

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

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

8.2.1 INTERNAL TESTS:

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

Internal Test	Portion	After
I	Unit I,II & III	50 working days
II	Unit IV & V	80 working days

QUESTION PATTERN OF CIA

Maximum Marks : 60		Duration : 2 Hours
Part A	**MCQ Type** : 20 questions from Question Bank	20×½ = 10 Marks
Part B **Short Answer**	**Descriptive Type** : 5 Questions	5×2 = 10 Marks
Part C **Paragraph**	4 Questions (Either or type) Answer not exceeding 300 words	4×5 = 20 Marks
Part D **Essay Type**	2 Questions out of 3 Answer not exceeding 1000 words	2×10 = 20 Marks

Absentees for Internal Tests:

Students who absent themselves for either of the two tests or both will lose the marks for the respective test or tests. However, if a student is not able to write the Internal Test I because of his/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 I Internal test. Applications submitted after the deadline will not be considered for retest. There is no retest for Internal Test II**

8.2.2 COMPONENTS OF CIA:

The CIA has components like attendance, assignments, seminar, 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 or 40 as required.

	Passing minimum in CIA		Passing minimum in ESE	
	Theory(25 marks)	Practical(40 marks)	Theory(75marks)	Practical(60marks)
UG	10	16	30	24
PG	13	20	38	30

CIA – CALCULATION

a) THEORY – 100 (reduced to 25) MARKS

Components	Tests		Assignment	Seminar/ Quiz	UG & II PG Attendance :20		Total
	I	II			I PG Library	I PG Attendance	
UG & PG - Theory	30	30	10	10	10	10	100

b) PRACTICALS – 100 (reduced to 40) MARKS

Components	Tests		Record Note & Viva (10 + 10)	Overall Performance	Attendance in Practicals	Total
	I	II				
UG / PG	30	30	20	10	10	100

c) Attendance: 20 / 10 marks

For attendance, 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 II PG Programmes

Attendance	Marks	Attendance	Marks	Attendance	Marks
97 % – 100%	20	76% to <79%	13	60% to <62%	6
94% to <97%	19	73% to <76%	12	58% to <60%	5
91% to < 94%	18	70% to <73%	11	56% to <58%	4
88% to <91%	17	68% to <70%	10	54% to <56%	3
85% to <88%	16	66% to <68%	9	52% to <54%	2
82% to <85%	15	64% to <66%	8	50% to <52%	1
79% to <82%	14	62% to <64%	7	Below 50 %	0

For I PG Programmes

Attendance	Marks	Attendance	Marks
94 % – 100%	10	62% to <66%	4
88% to < 94%	9	58% to <62%	3
82% to <88%	8	54% to <58%	2
76% to < 82%	7	50% to <54%	1
70% to <76%	6	Below 50%	0
66% to <70%	5		

d) Library Hours for I PG students

1. First year students of PG programmes have to spend a minimum of 30 hours in the College library in a semester and maintain a record for the core and core elective courses.

2. Students must swipe their ID cards at the entrance of the library when they enter and exit the library. The cumulative time of they spend in the library is automatically calculated.

3. Marks will be awarded as follows:

Marks	10	9	8	7	6	5	4	3	2	1
Hours	28-30	25-27	22-24	19-21	16-18	13-15	10-12	7-9	4-6	1-3

e) Consolidation of CIA

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

f) 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, he/she can clear them only after the completion of the porgramme. 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 fee of Rs.200/- per course has to be paid.

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

8.3 SHORTAGE OF ATTENDANCE (CONDONATION) & RE-DO SEMESTER

Shortage of Attendance	
Upto 25%	Eligible to write ESE
26% to 35%	College Condonation
36% to 50%	University 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 he / she is eligible to write the papers in the subsequent End Semester Examination.

✪ 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 examination. 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 redoing 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.

8.4 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 courses 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 100 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.**

QUESTION PATTERN OF ESE

Maximum Marks : 75		Duration : 3 Hours
Part A **Multiple Choice**	**MCQ Type** : 20 questions from Question Bank (4 questions from each Unit)	20×½ = 10 Marks
Part B **Short Answer**	**Descriptive Type** : 5 Questions (1 question from each unit)	5×2 = 10 Marks
Part C **Paragraph**	5 Questions (Either or type) Answer not exceeding 300 words (1 question from each unit)	5×5 = 25 Marks
Part D **Essay Type**	3 Questions out of 5 Answer not exceeding 1000 words 1 Question from each unit	3×10 = 30 Marks

8.4.1 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 Centre Superintendent 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 he/she would seek the opinion/comments of the subject teacher. The Head of the Department will give his/her comments on the teacher's response to the grievances. Where the HOD is not available for any reason, the next senior teacher of the Department would take up this responsibility

8.4.2 DISCIPLINARY ACTION   FOR MALPRACTICE:

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 Academic Disciplinary Action Committee(ADAC). The Committee will enquire the candidate in the presence of his/her parent/s and take an appropriate decision regarding the punishment to the candidate. The decision taken by the ADAC 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 for malpractice.

8.4.3 END SEMESTER EXAMINATIONS ARREARS

Students who fail in any course(s) in the End Semester Examinations, can appear for the course(s) in the subsequent End Semester Examinations. However candidates who have arrears in practical shall be permitted to take their arrear practical examination only along with the regular practical examination in the next respective semester.

8.4.4 NON – SUBMISSION OF PROJECT / DISSERTATION

All postgraduate students will submit their Project Reports at the end of the final semester, as part of their curriculum requirements. For any valid reason, if a student is not able to submit his/her Project report, he/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 will be borne by the student. Otherwise, he/she can appear for the viva-voce at the end of the subsequent academic year.

8.4.5 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 valuations is more than the prescribed margin, 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.

8.4.6 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 hour

Fee for Consolidated Mark Statement   : Rs. 1000 / -

Fee for Transcript   : Rs. 500/-   Additional Copy : Rs. 200/-

8.4.7 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.

   Fee for Transparency (UG & PG)   : Rs. 400 / - (each course)

   Fee for Revaluation   : UG -Rs. 500 / - (each course), PG -Rs. 600 / - (each course)

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

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

8.4.8 SUPPLEMENTARY (INSTANT) EXAMINATIONS:

The College will conduct Supplementary Examinations for the outgoing students immediately after the results of the even semester examinations are published. This will enable the outgoing students who need to have credit from only one course from one or two courses of the final semester or any one paper in the first to five semesters to get their degree without delay.

- Out gone Students, Malpractice and Redo category students are not eligible for instant Examinations.
- A student who is appearing for the Supplementary Examinations in a Practical Course or Project will have to bear the entire expense for conducting the 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

Overseas Students: Overseas students who face the problem of Visa Extension, after completing their programmes may apply for the Supplementary Examinations provided the number of arrear courses is not greater than two from any semester/s and one more course under Part IV or Practical Course or Project for a UG Programme . For PG Programme, the number of arrear courses is restricted to Two from any semester/s and one more course like Value Education or Practical Course.

8.4.9 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 T.V., Radio and other media.

8.5 UNIVERSITY RANKING EXAMINATION (URE)

1. Bharathidasan University conducts University Ranking Examination (URE) for the toppers in every subject. First Rankers of all Autonomous colleges and the top 20 rank holders of the non-autonomous colleges (having passed their examinations in the first appearance within the prescribed duration of the programme; absence from an Examination shall not be taken as an attempt) are eligible to appear for URE.

2. The University Rank Examination consists of two questions Papers. The question papers of the examinations comprise of objective type questions covering the Core Courses in each of the Programmes generally followed by both autonomous / non-autonomous streams and also those programmes which are offered in more than one autonomous college.

3. The top scorers in this University Rank Examination would be declared as University Rank Holders, irrespective of their grades in their respective Semester Examinations.

8.6 TIME CEILING FOR COMPLETION OF DEGREE

(i) The candidates who are admitted on or after 2018-2019 onwards will be allowed to complete the UG/PG Programmes within two years from the completion of programme.

(ii) In exceptional circumstance a further extension of one more year may be granted. The exceptional circumstances be spelt out clearly by the relevant statutory body concerned of the University.

(iii) During the extended period the student shall be considered as a private candidate and also not be eligible for ranking.

(iv) Bharathidasan University has extended the time limit to complete the courses within a maximum of five years i.e. 30.06.2023 for the students those who were admitted before 2018-2019 academic year which also includes Redo/Readmissiion.

8.7 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)

8.8 CHOICE BASED CREDIT SYSTEM (CBCS)

The Choice Based Credit System (CBCS) gives freedom to the students to study courses of their choice, enables transfer of credits if a student continues to do the same programme in another institution and helps to earn more credits than the required minimum by learning extra courses offered by other institutions also. The CBCS, as recommended by the Bharathidasan University, is being followed from the academic year 2008 – 2009 onwards. Varying credits are assigned to different courses depending on the instructional hours and the nature of the syllabus content.

1. Programme Structure – UG

Components	No. of Courses	Credits per Course	Total Credits
Part I – Tamil/other languages	4	3	12
Part II – English	4	3	12
Part III			
(i) Core (including Practicals & Project)	13 – 15	4 – 5	
(ii) Allied	6	3 – 4	99
(iii) Electives (including Project)	3	5	
Part IV			
(i) Value Education	1	2	2
(ii) Environmental Studies	1	2	2
(iii) Non – Major Elective Courses(NMEC) Basic Tamil / Advanced Tamil (a) Basic Tamil I & II for other language students (b) Advance Tamil I & II for those who studied Tamil upto 10 or +2 but opt for other languages in degree programme	2	2	4
(iv) Skill Based Elective Course (SBEC)	3	2	6
(v) Life Skills	1	1	1
Part V			
(i) Extension Activities	1	1	1
(ii) Gender Studies	1	1	1
Courses with Extra Credit (V / VI Semester)	2*	2*	
* Not Considered for Grand Total and CGPA		**Total**	**140**

2. Programme Structure – PG

Components	No. of Courses	Credits / Course	Total Credits
Core (Including Practicals and Project)	14 – 17	4 – 5	60-70
Electives (Including Field work and Internship)	5	4 – 6	16-24
Value Education	1	2	2
Courses with Extra Credits (III / IV Semester)	2*	2*	
* Not Considered for Grand Total and CGPA		**Total**	**90**

Note: For MBA 120 credits and MCA 140 credits

3. Extra Credit (Self Study) Courses

1. UG / PG student may choose one paper per semester during the V/III and or VI/IV Semesters.

2. There will be only internal valuation for this course without CIA.

3. In the case of failure, the student cannot reappear / re-take the Course as an arrear.

Eligibility for Courses with Extra Credit:

Science Programme:

i)   Minimum 75% Marks in the first three semesters of Part III courses for UG

ii)   Minimum 75% Marks in the first two semesters for PG.

Arts Programme:

i)   Minimum 70% Marks in the first three semesters of Part III courses for UG

ii)   Minimum 70% Marks in the first two semesters for PG.

8.9 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).

$$\text{GPA} = \frac{\sum_{Courses}(Grade\ Ponts \times Credits)}{\sum_{Courses}\text{Credits}} ; \quad \text{CGPA} = \frac{\sum_{Sem}\sum_{Courses}(Grade\ Ponts \times Credits)}{\sum_{Sem}\sum_{Courses}\text{Credits}}$$

GRADING THE UG COURSES

MARKS	GRADE POINT	CGPA	LETTER GRADE	CLASSIFICATION
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

MARKS	GRADE POINT	CGPA	LETTER GRADE	CLASSIFICATION
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

9.1 ELIGIBILITY FOR UG PROGRAMME :

(a) For Admission:

A pass in the Higher Secondary Examination (Academic / Vocational Stream) conducted by the Government of Tamil Nadu; or an examination accepted as equivalent, subject to such conditions as may be prescribed therefor:-

Provided that the candidates who have passed the qualifying examination with Commerce/Accountancy as one of the subjects of study shall be given preference in admission to B.Com. and BBA Degree Programmes. Provided that the candidates who have passed the qualifying examination with Mathematics / Business Mathematics as one of the subjects of study shall be given preference in admission to BCA programme.

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

(b) Programmes offered

(i) UG Programmes offered:

ARTS PROGRAMME :

- ✪ Tamil
- ✪ History
- ✪ Economics
- ✪ English
- ✪ Commerce (B.Com)
- ✪ Commerce – International Accounting (B.Com -IA)
- ✪ Commerce - Professional Accounting (B.Com -PA)
- ✪ Commerce Computer Applications (B.Com- CA)
- ✪ Business Administration (BBA)
- ✪ B.Voc. (Accounting and Taxation)

SCIENCE PROGRAMME :

- ✪ Mathematics
- ✪ Physics
- ✪ Chemistry
- ✪ Botany
- ✪ Zoology
- ✪ Computer Science

- ✪ Computer Applications (BCA)
- ✪ Actuarial Science
- ✪ Biotechnology
- ✪ B.Voc. (Information Technology)
- ✪ Nutrition and Dietetics
- ✪ Environmental Sciences
- ✪ Bio-informatics (5 years integrated programme)

9.2 ELIGIBILITY FOR PG PROGRAMME

(a) For Admission

A candidate who is a graduate of any recognised University in the main subject / subjects as given below against each: Provided that candidates who have qualified for the B.A. / B.Sc. / B.Com. / BCA / BBA./ B.Litt. shall also be eligible for M.A. Programmes in the Language concerned offered by them under Part I, Part II and Part IV (Non Major Electives) provided they study with at least 12 credits.

(b) PG ARTS PROGRAMME :

Sl.No.	Programme	Eligibility
1.	M.A. Tamil	B.A. Tamil / Applied Tamil / B.Lit. Tamil / Pulavar with two additional papers as prescribed
2.	M.A. English	B.A. English
3.	Master of Social Work	Any Degree
4.	M.A. History	Any Graduate; preference will be given to History Graduates
5.	M.Com.	B.Com./ B.Com. (Applied)/ B.A. Corporate Secretaryship / B.B.A. / B.A. Co- operation / B.Com. (Bank Management)
6.	MBA	Any Degree

(c) PG SCIENCE PROGRAMME :

A candidate who is a graduate of any recognized University in the main subject / subjects as given below against each or who has passed an examination as equivalent thereto.

Sl.No.	Programme	Eligibility
1.	M.Sc. Mathematics	B.Sc. Mathematics as Allied. Botany or Zoology or Biology as Allied subjects in B.Sc. Degree or B.Sc. Microbiology as Major or Allied subjects
2.	M.Sc. Chemistry	B.Sc. Chemistry
3.	M..Sc. Env. Sciences	B.Sc. Chemistry, Botany, Zoology, Bio-Tech.
4.	M.L.I.S.	Any degree
5.	M.Sc. Physics	B.Sc. Physics with Mathematics as Allied
6.	M.Sc. Botany	B.Sc. Botany / Plant Sciences

7.	M.Sc. Zoology	B.Sc. Zoology / Environmental Zoology with Botany or Chemistry as Allied
8.	M.Sc. Computer Science	Any Degree (with Mathematics or Statistics at Plus Two level / as an allied subject / as major at Degree level)
9.	M.Sc. Data Science	Any Degree (with Mathematics or Statistics at Plus Two level / as an allied subject / as major at Degree level)
10.	M.Sc. Information Technology	Any Degree (with Mathematics or Statistics at Technology Plus Two level / as an allied subject / as major at Degree level) or B.E./ B.Tech. (Except Computer Science branch) / AMIE.
11.	MCA	B.Sc. Computer Science/ B.Sc. I.T. or BCA or B.Sc. with major Mathematics or Physics/Chemistry with Mathematics Allied
12.	M.Sc. Biotechnology	B.Sc. Botany / Biology / Microbiology / Zoology / Biotechnology /Biochemistry/ Chemistry with Botany or Zoology as Allied
13.	M.Sc. Actuarial Science	Any degree with Mathematics
14.	PGDCA (P.G. Dip. in Computer Applications)	Any degree with Mathematics
15.	PGDAS (P.G. Dip. in Actuarial Science)	Any degree with Mathematics

(d) ADD – ON PROGRAMMES

The following Certificate Programmes are offered

(i) Certificate in Journalism – Department of Tamil

(ii) Certificate in English Language Skills – Department of English

(iii) Certificate in Food Production, Bakery and Confectionery(CFPBC)- Dept. of English

(iv) Diploma in Advanced Medical Lab. Technology(DMLT) – Dept. of Zoology

(v) Certificate in LATEX

(vi) Certificate in R Programming

Diploma Programmes offered:
✪ Diploma in Advanced Medical Lab Technology
✪ Diploma in Bio-analytical Techniques

✪ Diploma in French

✪ Certificate Course in Journalism

PG Diploma Programmes offered:
PG Diploma in Actuarial Science

PG Diploma in Computer Applications

PG Diploma in Bioinformatics

PG Diploma in Counseling

P.G. Diploma in Journalism

PG Diploma in Scientific Interfacing

The College admits women students in all the Programmes of the Aided and Self – Financed Sections.

Accredited Study Centre for **Indira Gandhi National Open University** (IGNOU) New Delhi. Students of the College may pursue another degree / diploma / certificate programme through the IGNOU.

9.3 NON MAJOR ELECTIVE COURSES
9.3.1 NON MAJOR ELECTIVE COURSES IN UG

Sl.No	Programme	Course Title
1	Tamil	பணித்தேர்வுப் பயன்பாட்டுத்தமிழ் - I
		பணித்தேர்வுப் பயன்பாட்டுத்தமிழ் - II
2	History	The Working of Indian Constitution
		India Today
3	Economics	Economic for Competitive Examinations – I
		Economic for Competitive Examinations – II
4	English	Journalism
		Functional English
		Financial Markets in India
5	Commerce	Principles of Commerce
		Principles of Management
6	Commerce – CA	Principles of Commerce
		Principles of Management
7	B.Com. - International Accounting	Principles of Commerce
		Principles of Management
8	B.Com. - Professional Accounting	Introduction to Accountancy
		Principles of Commerce
9	B.B.A.	Fundamentals of Management
		Fundamentals of Marketing
10	Mathematics	Mathematics for Competitive Examinations
		Statistical Applications(Practicals)
11	Physics	Simple Appliances
		Audio and Video Systems
12	Chemistry	Food and Nutrition
		Principles of Medicinal Chemistry
13	Botany	Nursery Technology
		Mushroom Cultivation
14	Zoology	Public Health and Hygiene
		Industrial Zoology
15	Computer Science	Basics of Computer Programming
		Fundamentals of Information Technology
16	B.C.A.	Fundamentals of Web Design
		Working Principles of Internet
17	Biotechnology	Basic of Biotechnology
		Applied Biotechnology
18	Bioinformatics	Basic Bioinformatics
		Basic Structural Bioinformatics
19	Nutrition and Dietetics	Basic in Nutrition
		Diet in Health and Disease
20	Actuarial Mathematical Science	Principles of Insurance
		Financial Markets in India
21	Environmental Science	Global Warming and Climate Change
		Environmental Safety, Health and Management
22	Physical Education	Physical Education and Health Sciences
22	Other Language	Basic Tamil –I / Advance Tamil - I
		Basic Tamil –II / Advance Tamil - II

9.4 PART – V EXTENSION AND EXTRA CURRICULAR ACTIVITIES

All under-graduate students should enrolled themselves in any one of the following extra curricular activities.

Sl. No.	CLUB Name	Sl. No.	CLUB Name
01.	NCC Air Wing	13.	LEO Club
02.	NCC Army Wing	14.	Nature Club
03.	NSS (Boys)	15.	Red Ribbon Club
	NSS (Girls)	16.	Road Safety Club
04.	Sports and Games	17.	Rotaract Club
05.	Fine Arts Association	18.	Student Exnora
06.	Good Samaritan Programme	19.	Youth Against Drugs Club
07.	Consumer Club	20.	Youth Red Cross
08.	Debate Oration Elocution Club	21.	Gender Sensitization
09.	Entrepreneurship Development	22.	Suicide Prevention Cell
10.	Heber Quiz Club	23.	Anti Corruption Club
11.	Human Rights Club	24.	Movie Club
12.	Junior Jaycees	25.	Communication Club

10. SUBJECT CODE FIXATION FOR UG & PG PROGRAMME

U	UG Programme
P	PG Programme
I	Integrated Programme
M	M.Phil. Programme
C	Certificate Programme
D	Diploma Programme
PD	PG Diploma Programme
18	Refers to the year of revision
1	Refers to Semester
TM	Tamil
HD	Hindi
FR	French
SK	Sanskrit
EG	English
L	Language
HS	History
EC	Economics
CM	Commerce
CC	B.Com. - Computer Applications
CI	B.Com. - International Accounting
CP	B.Com. - Professional Accounting
MS	Business Administration
MA	Mathematics
PH	Physics
CH	Chemistry
BY	Botany
ZY	Zoology
CS	Computer Science
CA	Computer Applications
DS	Data Science
BT	Biotechnology
ND	Nutrition and Dietetics
ES	Environmental Science
SW	Social Work
LS	Library Information Science
AS	Actuarial Science
AT	Accounting and Taxation
IT	Information Technology
Y	Allied Course
Z	Applied Course
P	Practical

Programme	Year	Major	Semester	Course No.

Eg.

U	18	EG	1	01

P	18	EG	1	01

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EST	Environmental Studies
VL	Value Education
S	Skill Based Course
E	Non Major Elective Course
:	Elective Course
PJ	Project
LFS	Soft Skills
ETA	Extension Activities
GST	Gender Studies
X	Second Letter X Meaning Extra Credit Course

ADD ON COURSE FIXATION

Programme	Extra Credit	Year (201**9**)	**Major**	Sem.	**S**elf Study/ **O**nline/ **I**nternship	Course No

Eg.

Programme	Extra Credit	Year	Major	Sem.		Course No
U	X	**9**	CM	2	**S** **O** **I**	**A,B,C..** **1,2,3..** **1,2,3..**

Programme	Extra Credit	Year	Major	Sem.		Course No
P	X	**9**	CH	4	**S** **O** **I**	**A,B,C..** **1,2,3..** **1,2,3..**

PROGRAMME CODE FIXATION FOR UG , PG & M.Phil.

Sl.No.	Programme	UG	PG	M.PHIL
1	Tamil	UTM	PTM	MTM
2	English	UEG	PEG	MEG
3	History	UHS	PHS	--
4	Economics	UEC	PEC	--
5	Commerce	UCM	PCM	MCM
6	Commerce Computer Applications	UCC	--	--
7	Commerce International Accounting	UCI	--	--
8	Commerce Professional Accounting	UCP	--	--
9	Mathematics	UMA	PMA	MMA
10	Physics	UPH	PPH	MPH
11	Chemistry	UCH	PCH	MCH
12	Botany	UBY	PBY	--
13	Zoology	UZY	PZY	--
14	Computer Science	UCS	PCS	MCS
15	Computer Applications	UCA	PCA	--
16	Data Science	--	PDS	--
17	Biotechnology	UBT	PBT	--
18	Bioinformatics - Integrated	--	IBI	--
19	Nutrition and Dietetics	UND	--	--
20	Environmental Science	UES	PES	--
21	Social Work	--	PSW	MSW
22	Library Information Science	--	PLS	MLS
23	Actuarial Science	UAS	PAS	--
24	Accounting and Taxation	UAT	--	--
25	Information Technology	UIT	PIT	--