Rules & Regulations
Courses of Study &
Schemes of
Examinations

AUTONOMY MANUAL 2021

"The principal goal of education is to create individuals who are capable of doing new things, not simply of repeating what other generations have done".

- Jean Piaget

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

Autonomy Manual

2021 -2022

Programmes of Study, Testing & Evaluation
and
Schemes of Examinations under CBCS

BISHOP HEBER COLLEGE (Autonomous)
(Nationally Reaccredited with 'A' Grade by NAAC with the CGPA of 3.58 out of 4)
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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:
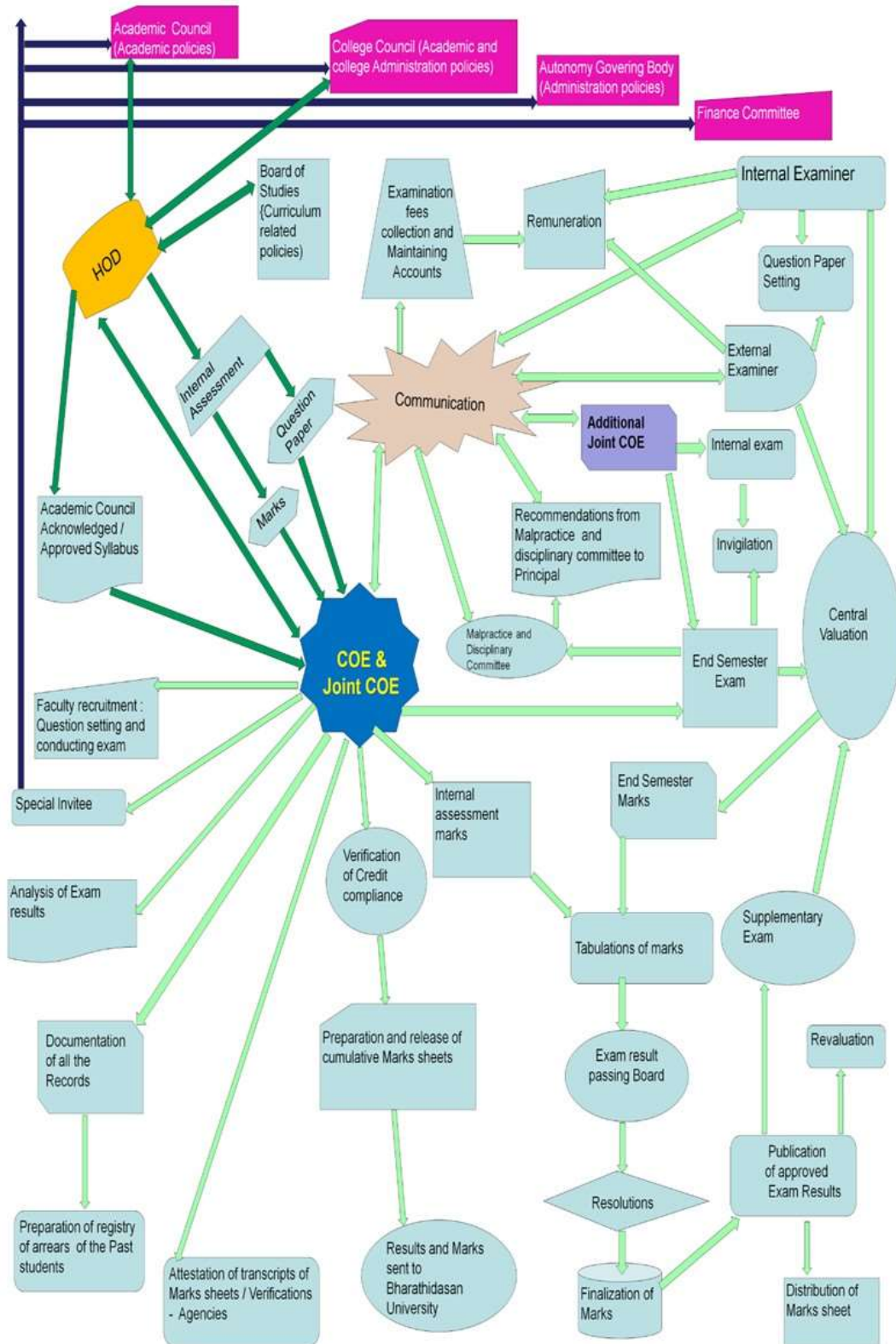
    (i) To frame its curriculum.

    (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.

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Dr. D. PAUL DHAYABARAN

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COE Office Functioning - Flowchart

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.
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
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	---
2020	---	B.Com. Strategic Finance B.B.A. Aviation and Ground Handling B.Voc. Visual Communications M.Sc. Food Science and Nutrition	---
2021	---	B.Sc. Aviation B.Com. - Business Process Management B.Com. Business Analytics B.S.W.	---

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 Eight Under-Graduate, three B.Voc, Twenty One 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 has secured 4th rank,44th rank 39th rank ,43rd rank and 43rd ranak the National Level by MHRD through NIRF, in India rankings 2017, 2019, 2020, 2021 and 2022 respectively.

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.

2.1 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

2.1.1 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.

2.1.2   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.

2.1.3 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 .

2.1.4   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

2.2. NON-STATUTORY BODIES / COMMITTEES:

2.2.1   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.

2.2.2   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.

2.2.4 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.

2.2.5 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

(vi) Senior Staff –Self Financed Arts Section

(vi) Senior Staff –Self Financed Sciences Section

    } Nominated by the Principal

(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.

2.2.6 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.

2.2.7 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.

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.

2.1 STATUATORY 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

2.1.1 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.

2.1.2 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.

2.1.3 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 .

2.1.4 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

2.2. NON-STATUATORY BODIES / COMMITTEES:

2.2.1 STAFF COUNCIL :

The Staff Council assists 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) Vice-Principal (Projects)	ex-officio
(iv) Deans	ex-officio
(v) Bursar	ex-officio
(vi) Controller of Examinations	ex-officio
(vii) All the Heads/Coordinators of Aided and Self-financed departments	
(viii) College Librarian	
(ix) Director, Physical Education	
(x) Dean(IQAC)	
(xi) Special Invitees, if any	

(b) Frequency of Meetings

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

(ii) The Principal communicates 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 appoints one 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) Apply for new programmes

(viii) Plan the academic calendar

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

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

(xi) Implement any other assignment by the Principal.

2.2.2 ADMISSION COMMITTEE :

The Admission committee functions to implement and oversee the admission process every year.

(a) Constitution

The Admission Committee will consist of the following members:

(i) Principal	Chairman
(ii) Vice-Principals (Aided , Self-Financed & Projects)	ex-officio
(iii) Deans (Arts / Sciences / IQAC)	
(iv) Two senior most Faculty members.	
(v) Heads/Coordinators of all the Departments	
(vi) One senior most Faculty member from SC/ST community.	
(vii) Student Counsellors	
(viii) Placement Officer	

(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) A single window admission processing through the online portal

(xiii) Following registers and other related documents pertaining to student's 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

(a) 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.

(b) Overseas Students will be admitted based on the following criteria

- ˅ Clearance from Tamil Nadu Government in case of age relaxation
- ˅ Clearance from the Ministry of external affairs
- ˅ NOC from the University with respect to the basic qualification.

2.2.3 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.

The Committee will comprise the following members:

(i) Principal – Chairman

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

(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)

Special Invitees if any 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.

2.2.4 GRIEVANCE APPEAL COMMITTEE (GAC) :

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 & Projects)

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

Senior Staff – Aided Arts Section
 (iv) Senior Staff – Aided Sciences Section
 (v) Senior Staff –Self Financed Arts Section   Nominated by the Principal
 (vi) Senior Staff –Self Financed Sciences Section
 (viii) Controller of Examinations
 (ix) Joint Controller of Examinations
 (x) Bursar

Term

(a) The term of the nominated members will be two years

(b) Functions :

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.

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.

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.

All grievances/complaints related to the utilization of funds received from various agencies.
Complaints from students related to unauthorized collection of funds.

2.2.5 DISCIPLINARY ACTION COMMITTEE (DAC) :

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

(i) Principal – Chairman	Chairman
(ii) Vice-Principals (Aided, Self-Financed & Projects)	ex-officio
(iii) Deans: Arts /Sciences / Staff &Student Welfare	
(iv) Head of the respective Department / Staff-in-Charge	
(v) Chief Superintendent of Examinations – Special Invitee	
(vi) Controller of Examinations – Special Invitee	
(vii) Joint Controller of Examinations – Special Invitee	
(viii) Any other 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) Any kind of indiscipline / misbehavior related to Ragging, teasing of students and other disputes among the students referred by the Anti Ragging Committee shall be taken up by the DAC.

(iv) The meeting of the DAC will be convened by the Principal whenever necessary and the students/Faculty complainant and the litigant will be asked to appear before the Committee (if necessary, along with their parents) for enquiry.

(v) 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.

2.2.6 LIBRARY ADVISORY COMMITTEE :

The Library Advisory Committee recommends and formulates the norms and guidelines to the governance and the functioning of the library, interpreting the purposes and needs of the library to the administration, faculty, and the student body, and in communicating to the library the areas of concern and strengths as perceived by the college community and budgeting of library funds, for.

(a) Constitution:

The Library Advisory Committee will consist of the following members:

(i) Principal – Chairman	Chairman
(ii) Vice-Principals (Aided, Self-Financed & Projects)	ex-officio
(iii) Deans- Arts /Sciences / IQAC / Research & Development	ex-officio
(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 and review the 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 appoint a Book Selection Sub Committee which may get assistance from the Heads/Coordinators of the Departments.

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

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

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

2.2.7 STUDENT COUNSELLING CENTRE (SCC) :

Constitution of the SCC

(i) Principal	Chairman
(ii) Vice Principals(Aided, Projects & Self-Financed)	ex-officio
(iii) Dean (Staff & Student Welfare)	
(iv) Associate Deans (Staff and Student Welfare)	
(v) Counsellors	
(vi) Eight Senior Faculty Representatives	
(vii) Hostel Sub –wardens	
(viii) Two Student Representatives from the Student Council	
(ix) One External Expert in the field of Psychology/ Mental Health Education or Practicing Psychiatrist	

The counselling center functions to enable teachers and students maintain an agile mental health. The center organizes specific programmes and activities to bring about voluntary positive change in students, Improve personal Effectiveness and helps them resolve Attitudinal Problems. The members of the committee meet as and when required to plan and implement activities throughout the year. The Student Counsellors are available in the campus from 9 to 7 every day to counsel students.

2.2.8 INTERNAL QUALITY ASSURANCE CELL (IQAC) :

(a) Constitution

(i) Principal	Chairman
(ii) Administrative Officers - Vice Principal (Aided) & Vice Principal (SF)	ex-officio
(iii) Eight Senior Teachers	
(iv) Member from the Management - Vice Principal (Projects)	
(v) Two Members form the Local Society - Bursar & Rector	
(vi) One Student Representative	
(vii) One Alumni Representative	
(viii) One Employers	
(ix) Stake holders	
(x) Dean IQAC	
(xi) Associate Deans	
(xii) Documentation coordinators	

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.

(b) Term : The membership of 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.

2.2.9 DEANERY OF ACADEMICS (ARTS & SCIENCE) :

(a) Constitution

(i) Principal	Chairman
(ii) Vice Principals (Aided & SF)	ex-officio
(iii) Vice Principals (Projects)	ex-officio
(iv) Dean of Academics(Arts)	Convener
(v) Dean of Academics(Science)	Convener
(vi) Associate Deans (Arts & Science)	

(vii) Dean(IQAC)	
(viii) Documentation Coordinators	
(ix) Five Faculty members from the different academic Disciplines	
(x) Any Special Invitee as suggested by the Principal and Dean	
(xi) Student representatives from the Student Council	

The Deanery of Academics functions to Review, Plan and Implement quality academic practices as part of the Curriculum. The deanery shall hold atleast two review meetings at the beginning and end of each semester or may meet more frequently as required. It stands as the body of authority to streamline teaching learning process in the College and functions in liaison with the office of the Controller of Examinations in matters related to credits/ Examination and Evaluation and subsequently functions as the authority to convene the Academic Council of the college. The tenure of the Deanery shall be three years.

2.2.10 DEANERY OF STAFF AND STUDENT WELFARE (SSW) :

(a) Constitution

(i) Principal	Chairman
(ii) Vice Principals (Aided & SF)	ex-officio
(iii) Vice Principals (Projects)	ex-officio
(iv) Dean of (Staff & Student Welfare)– Convener	
(v) Associate Deans (Staff & Student Welfare)	
(vi) Documentation Coordinators	
(vii) Student Counsellors	
(viii) Any Special Invitee as suggested by the Principal and Dean	

The tenure of the members could be three years. The deanery functions to undertake welfare measures for the benefit of the students and all the employees of the college. Welfare measures include providing Scholarships, Free-ships and Noon meals to the economically challenged and other special schemes for the employees of the Institution.

2.2.11 DEANERY OF RESEARCH AND DEVELOPMENT (R & D) :

(a) Members

(i) Principal – Chairman	Chairman
(ii) Vice-Principal (Aided, Self-Financed & Projects)	ex-officio
(iii) Bursar	ex-officio
(iv) Dean – Research & Development – Convener	
(v) The Deans – Arts / Sciences / IQAC	
(vi) Associate Deans (R & D)	
(vii) Documentation Coordinators of the Deanery	
(viii) One Senior Research Supervisor in Science	
(ix) One Senior Research Supervisor in Arts	
(x) The Controller of Examinations	
(xi) Two research Scholars from Arts & Science Disciplines	

(b) Period: Two years for the nominated members.

(c) Functions:

(i) The Deanery will meet as and when it warrants.

(ii) The committee will plan and execute activities that foster research in the campus.

(iii) The Committee will oversee the implementation of the Current rules and regulations framed by the University for the Conduct of research programmes.

(iv) The Committee will also help the interested students to apply for research projects to funding agencies.

(v) The committee will recommend applications after scrutiny to the Principal for the financial support (Research Project Funds or Travel Support Funds) of the Management.

(vi) Any request, for a Training Programme or for an infrastructural facility to facilitate the research work in the departments, is to be sent to the Principal through the Research Committee.

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

(viii) The committee will forward through the Principal, funding applications to any other agency.

(ix) The Committee will arrange for periodic meetings of all the research scholars and supervisors, every year for dissemination of Policies, Norms and Regulations of research Projects and for Grievances if any.

(x) The committee will nominate the best Researcher Awardee every year based on the number of approved publications, their impact factors and other research activities.

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

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

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

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

(xv) The committee will also set the criteria for the award of incentives to publications based on their National/International merit.

2.2.12 DEANERY OF EXTENSION ACTIVITIES :

The Deanery of Extension Activities (DEA) functions to coordinate and Implement service learning and outreach to the community. DEA shall involve in community development projects under the govt. and/or Non-governmental Agencies and enables on-campus and off-campus student – community engagement events in the projects through the different student clubs in the college.

(a) Constitution

(i) Principal	Chairman
(ii) Vice Principals (Aided & SF)	ex-officio
(iii) Vice Principals (Projects)	ex-officio
(iv) Dean of Extension Activities – Convener	
(v) Associate Deans of Extension Activities	
(vi) Extension Officers	

(vii) Faculty Coordinators of the Student Clubs	
(viii) One student Representative from the Clubs	
(ix) Controller of Examinations	
(x) Any Special Invitee as suggested by the Principal and Dean	

Functions of the DEA

(i) The DEA shall meet at least thrice a year

(ii) The roles of the division shall be to Select coordinators of the different clubs, appoint coordinators for different outreach projects and programmes and review the functioning of the clubs and streamline the activities of the clubs and projects.

(iii) The Extension officers shall plan and execute the outreach activities in consultation with the Coordinators of the Clubs.

(iv) The DEA will also oversee the implementation of the Unnat Bharat Abiyan project planning implementation and reporting to the relevant authorities of the Govt. of India.

(v) The DEA will be the body that evaluates the student performance and fulfilment of the attendance criteria by students in order to get the credits assigned for the Part V activities.

(vi) The DEA will also be the liaison for the Outreach Schemes of the college such as the Community development Projects in the Adopted Villages and the neighborhood.

(vii) The DEA organizes a Service day every year to honor the students and the Coordinators for remarkable Service activities.

2.2.13 DEANERY OF INTERNATIONAL RELATIONS :

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, Projects & Self-Financed)	ex-officio
(iii) Deans Arts /Sciences /IQAC and	
(iv) Special Invitees (Recommended by the principal)	
(v) Dean – International Relations – Convener	
(vi) Associate Deans – (International Relations)	

The Deanery of International Relations 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.

2.2.14 DEANERY OF TRAINING AND PLACEMENT :

(a) Constitution:

(i) Principal	Chairman
(ii) Vice Principals (Aided, Projects & Self-Financed)	ex-officio
(iii) Bursar	ex-officio
(iv) Dean (Training and Placement)	
(v) Associate Deans (Training and Placement)	
(vi) Placement Officer	
(vii) Assistant Placement Officers	
(viii) Faculty Facilitators (One from Each Department)	
(ix) Two Experts from Industry	
(x) Two Student Representatives from the Student Council	

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.

2.2.15 INTERNAL COMPLAINTS COMMITTEE (ICC) :

(a) Composition

(i) One Senior Women faculty - Presiding Officer
(ii) Two Senior faculty Members committed to the Cause
(iii) Two Senior Non- Teaching Staff Committed to the cause of the Gender equity
(iv) Three Students (if matters related to students arise)
(v) Two Research Scholars (if matters related to students arise)
(vi) One member from NGO Committed to the Cause
(vii) One Legal Advisor (outside the Institution)

The ICC functions to ensure the presence of a healthy academic environment that enables students and staff of the college to work without fear of prejudice, gender bias and sexual harassment. The cell constituted as per the Notification of the UGC (Prevention, Prohibition and Redressal of Sexual harassment of Women Employees and Students in Higher Education Institutions), Regulations 2015 is the single body that enforces the Anti -Sexual harassment laws in act and spirit. The cell also engages in wide sensitization of the provisions available to Employees for the reporting and redressal of such offences.

The ICC meets every Half Yearly for review purpose and more frequently if required. The tenure of the members shall be three years.

The ICC provides assistance to any employee or student who chooses to file a complaint. The mechanism of registry and inquiry of Complaints could be carried out as per the mandates given by the Regulations.

2.2.16 COMPLAINT REDRESSAL COMMITTEE (COE) :

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 & Projects)

(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.

2.2.17 ACADEMIC AUDIT COMMITTEE :

(i) Principal	Chairman
(ii) Vice Principals -Aided, Self-financed & Projects	ex-officio
(iii) Dean (Academics)	
(iv) Associate Deans	
(v) Dean (IQAC)	
(vi) Associate Deans, IQAC	
(vii) Core Team - 5 Senior Faculty Members	
(viii) Internal Evaluators – One Faculty Member Nominated by the Dean IQAC for each department	
(ix) External Experts	
(x) Documentation Coordinators	
(xi) Data Managers	

Academic Audit Committee will be constituted every Year by the Chair Person and the Dean (IQAC) & Dean (Academics)

(a) Tenure

(i) Audit Tenure Only

(ii) The Chair Person, Dean (IQAC) & Dean (Academics) will constitute the committee for the Audit and Provide Guideline for the Evaluation Process.

(iii) The Core team Comprising of the Faculty members from the Departments will evolve the Scoring Pattern and the Rubrics for the Assessment

(iv) The core Team will also nominate Internal Evaluators and External Experts for the Audit.

(v) Internal Evaluators (IE) will be Evaluating the performance of the department and finalize the score sheet as per the expert's review

(vi) IEs will also Assist the External Expert during Evaluation and the Department Visit and Preparation of Evaluation Report

2.2.18 VALUE AND LIFE ORIENTED EDUCATION DIVISION :

(i) The Principal	Chairman
(ii) Vice-Principals (Aided & Self-Financed)	ex-officio
(iii) Vice-Principal (Projects)	ex-officio
(iv) Bursar	ex-officio
(v) Controller of Examinations	ex-officio
(vi) Dean(Academics)- Arts & Science	ex-officio
(vi) Associate Deans(Academics)- Arts & Science	
(vii) VLOE- Course Coordinators	
(viii) Eight Faculty Representatives who teach VLOE Course	
(ix) Student Representatives from the Student Council	
(x) Two Educationists from Renowned Academic Institutions who are Experts in the field of Value Education/ Ethics/Sociologists	
(xi) Student Counsellors	
(xii) Special Invitees (If any)	

The VLOE division coordinates the teaching and evaluation of the VLOE course which is offered to all undergraduate Students across disciplines. The committee meets twice a year to streamline and review the implementation and evaluation process of the course as per the regulations of the UGC and the guidelines of the Bharathidasan University. The committee also serves as the Board of studies for the course.

2.2.19 RELIGIOUS LIFE COMMITTEE :

(i) The Principal	Chairman
(ii) Rector of the College	
(iii) Chaplain of the College	
(iv) Vice-Principals (Aided & Self-Financed)	ex-officio
(v) Vice-Principal (Projects)	ex-officio
(vi) Bursar	ex-officio
(vii) Controller of Examinations	ex-officio
(viii) Convener of Religious Life Committee	
(ix) Joint Convener of Religious Life Committee	
(x) Five Faculty Representatives	
(xi) Student Representatives	
(xii) Student Counsellors	
(xiii) Special Invitees (If any)	

The RLC coordinates the religious activities of the college including the conduct of regular prayers, Daily devotions and conventions for the benefit of the Christian students and teachers in the college. The RLC will also plan for the annual thanksgiving program for the college community.

2.2.20 SADHANA WOMEN'S CELL :

(i) The Principal	Chairman
(ii) Vice-Principals (Aided & Self-Financed)	ex-officio
(iii) Vice-Principal (Projects)	ex-officio
(iv) Bursar	ex-officio
(v) Dean(Staff & Student Welfare)	
(vi) President (Women Faculty)	
(vi) Vice President (Women Faculty)	
(vii) Secretary (Women Faculty)	
(viii) Treasurer (Women Faculty)	
(ix) Eight Women Faculty Representatives	
(x) Five Student Representatives	

Sadhana is the Cultural forum of women in the Campus. The Cell Co-ordinates, Plans and implements periodic gatherings, celebrations and motivational sessions to motivate women students and faculty in the campus. The cell also provides opportunity for women to feel at home in the campus and be free to express their authentic self in the campus.

2.2.21 SPORTS COMMITTEE :

(i) The Principal	Chairman
(ii) Vice-Principals (Aided & Self-Financed)	ex-officio
(iii) Vice-Principal (Projects)	ex-officio
(iv) Bursar	ex-officio
(v) Director, Physical Education	
(vi) Dean(Staff & Student Welfare)	
(vii) Eight Faculty Representatives	
(ix) Student Sports Captains	
(x) Two Physical Directors from other Colleges or Universities	
(xi) One Sports Nationally Acclaimed Sports person	
(xii) Special Invitees, if any	

The Sports committee functions to plan review and implement sports and games activities in the College. The committee serves as s a suggestive body to the college in augmentation of Sports and games infrastructure and other resources. The committee, ensures that the institution creates avenues for the Sports persons to represent the institution in various National and internally recognized competitions and emerge successfully. The committee also reviews the activities of the Department of Physical Education and ensures that a physically fit and agile student community graduates from the institution every year.

2.2.22 FINE ARTS ASSOCIATION :

(i) The Principal	Chairman
(ii) Vice-Principals (Aided & Self-Financed)	ex-officio
(iii) Vice-Principal (Projects)	ex-officio
(iv) Bursar	ex-officio
(v) Two Staff Coordinator for Fine Arts	
(vi) Dean(Staff & Student Welfare)	
(vii) Associate Deans (Staff& Student Welfare)	
(viii) Five Faculty Representatives	
(ix) Student Representatives for different performing Arts	
(x) One Staff Representative from the Functions Committee	
(xi) Two External Expert in the Field of Fine Arts Education	
(xii) Special Invitees, if any	

The Fine Arts Association of the College identifies and promotes talents of students in Performing Arts and Fine Arts. The committee creates avenues for the students to express themselves through various artistic performances in National and International Arena and nurtures in the student, a sense of responsibility in sharing art and stand for the cultural ethos and Pluralism of the Institution and the Country at large.

2.2.23 INSTITUTE INNOVATION CELL (IIC) :

(i) The Principal	- Chairman
(ii) Vice-Principals (Aided & Self-Financed)	- ex-officio
(iii) Vice-Principal (Projects)	- ex-officio
(iv) Bursar	- ex-officio
(v) IIC Convener	
(vi) Dean(IQAC)	
(vii) Dean(R &D)	
(viii) Associate Deans (R & D)	
(ix) IIC Activity Coordinators	
(x) IIC- Design Thinking & Innovations Coordinator	
(xi) IIC- Social Media Coordinator	
(xii) IIC -Internship Activity Coordinator	
(xiii) Student Representatives	
(xiv) Two Industry Expert	
(xv) Special Invitees, if any	

IIC is the Cell constituted as per the guidelines of MHRD in order to create a vibrant local innovation ecosystem and moot Start-up/entrepreneurship supporting Mechanism in College. IIC conducts various innovation and entrepreneurship-related activities prescribed by Central MIC in time bounded fashion. The Cell also Identifies and rewards innovations and share success stories. The cell Organizes Hackathons, idea competitions, mini-challenges etc., with the involvement of industry.

3. 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.

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.

5. 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.

6. REGULATIONS FOR EXAMINATIONS AND VALUATIONS

6.1 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.

6.1.1 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.

6.1.2 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.

6.1.3 THE CHIEF OBSERVER :

(i) The HOD or 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

6.1.4 DUTIES OF HALL SUPERINTENDENT /INVIGILATORS :

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.

(i) You are requested to report to the Chief Superintendent according to the timings given below:

(ii) 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.

(iii) Instruct them that if they indulge in malpractice, they will be debarred for two semesters

(iv) 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

(v) 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.

(vi) 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

(vii) Candidates are permitted to leave the Examination Hall only during the last 30 minutes of the examinations

(viii) Avoid mistakes in preparing the attendance report of the students.

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

(x) Go around the hall and distribute the additional sheets in person.

(xi) Avoid using mobile phone during invigilation work.

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

6.1.5   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).

6.2 GUIDELINES FOR ONLINE EXAMINATION :

To conduct online mode End Semester Examinations, a software "HEBEROX" is developed by the faculties of Computer Science and it is implemented from April 2020 Examinations. This online Examinations is conducted through Google Form by framing various online Examinations Committees.

6.2.1 ONLINE EXAMINATION COMMITTEE :

(i) ESE Superintendent

(ii) ESE Supervisor

(iii) System Administrator

(iv) Programmers

(v) Online Course Organizers

(vi) Online Course Examiners

6.2.2 DUTIES OF EXAM SUPERINTENDENT :

(a) Responsible for conducting Online End Semester Examination 2020.

(b) Will be supported by a team of the following staff members.

   (i) Examination Supervisors

   (ii) System Administrator

    (iii) Programmers

    (iv) Online Course Organizers

    (v) Online Course Examiners

(c) Time Management for day to day examination session

(d) Has requested to send a daily report to CoE Office.

6.2.3 DUTIES OF ONLINE EXAM SUPERVISORS :

(i) Have to assist the Exam Superintendent.

(ii) With the help of System Administrator you have to provide the system facilities to the course organizers and Course Examiners.

(iii) Have to prepare Classwise and Datewise of Attendance report.

(iv) Receive the PDF Folder and send a copy to CoE office.

(v) Record the online difficulties faced by the Staff and Students.

(vi) Please report any grievances from the students regarding the questions to the CoE Office.

6.2.4 DUTIES OF SYSTEM ADMINISTRATOR :

(i) Have to provide systems for Course Organizers and Course Examiners.

(ii) Have to allocate Four Programmers every day to assist the staff.

6.2.5 DUTIES OF ONLINE COURSE ORGANIZERS :

(i) For the UG and PG final year you have to develop Google **form** link.

(ii) While uploading Scrutinizing the questions.

(iii) CoE Office will issue the soft copy of the days question paper.

(iv) A requested to come to the OA lab at 2:00 PM and upload the next day question paper and create the link.

(v) Have to be present at 8.45 am in OA Lab every day until your dept. exams are over

6.2.6 DUTIES OF ONLINE COURSE EXAMINERS :

(i) Have to conduct the exam for your class.

(ii) Take the attendance and hand over it to the supervisor.

(iii) Report any problem arising during the conduct of examinations to the supervisor.

(iv) Collect the **PDF** form of **Answer Sheet** and place it in a folder for valuation. A copy of it has to be handed over to the supervisor.

(v) Any comments regarding questions by the students, report it to the CoE Office.

(vi) Have to be present at 8.45 am in OA Lab for your course.

(vii) Valuation of Answer Script

    (a) Have to evaluate the answer in the pdf form within a day

    (b) Make sure the evaluation system is correct and efficient for the benefit of the students

(c) Split the scheme for each questions in to three parts and evaluate. (divide the mark as 2+2+3=7) and enter the marks in the online ESE Portal and in the Mark statement.

(d) In the Mark statement, mention total number of absentees and presentees and the total mark of each candidate. Forward the same with your signature and Head of the Department Signature to the CoE Office.

6.3 STUDENTS INSTRUCTIONS FOR ONLINE EXAM. :

(i) Appear for the examinations at 9:20 AM. examination begins at 9:30 AM and finish it by 11:30 AM (Indian Standard Time).

(ii) Be ready before the commencement of examination with your PC/Laptop/Smart Phone. Through Google-form instructions and the question paper will be posted by your course teacher.

(iii) Make sure your mobile data is sufficient during the examination days and locate the good quality of the signal.

(iv) Question Pattern : (First four units)
Section – A   MCQ type (40 Multiple Choice Questions)   40 x 1   = 40 Marks
Section – B   Answer any five out of eight Questions   5 x 7   = 35 Marks
Total Marks   = 75 Marks

(v) Time management is your responsibility.

(vi) First you have to answer Section- A- MCQs. Timer will go up to 10:15 AM. (45 Minutes). Sessions will be automatically closed exactly at 10:15 AM for Section-A

(vii) After 10:15 am Section-B Descriptive questions will be open to you till 11:30 AM. Download the question and begin the answer

(viii) Answer Section-B questions in an A4 sheet (5 out of 8). The answer for question should not exceed more than 200 words. In the first sheet mention the Roll number, Course code, Course Title, Name, Signature and the declaration. In the remaining sheets write Page number, Roll number and Signature on the top.

Roll No :	Course Code :
Name :	Course Title :
	Signature of the Student :

(ix) Please have sufficient stock of A4 size papers, account sheets and graph papers. Make complete use of the space in the A4 sheets and minimize the use of sheets. This is to ensure faster upload of the combined PDF copy.

(x) Practice and use a suitable scanner app (e.g. Adobe Scan, Microsoft Office Lens, CamScanner etc.) for scanning and generating a legible combined PDF (Portable Document Format) copy of the answer sheets (single file). Total PDF file size to be uploaded should be less than or around 10MB (preferably) and file to be named with Roll number and postfix with exam order. (For example roll no.: 181102001 for 3rd examination filename : 181102001- Send the PDF file as directed by the course teacher.

(xi) Send the PDF file within Half an hour i.e., you have to upload it before 12.00 noon IST. Otherwise your answer sheet won't be accepted.

(xii) After submission, staple the written answer sheets in the order of page numbers and keep them safely in an envelope. Later students will be directed to send the hard copies of the uploaded written answer sheets of all subjects together in one envelope by registered / speed post to the CoE Office, BHC.

(xiii) **Declaration Form:** Download the declaration format & duly handwritten the form and submit along with Section B answer sheet as a first page.

(xiv) Online examination has two stages: - Stage 1: Section A, Stage 2: Scan the declaration and answer sheet in PDF format and upload. After completing these two stages, your examination process is completed. Otherwise, it will be incomplete.

(xv) If you find any difficulties or interruptions in online process, contact the course teacher immediately. Don't panic, teachers will help you.

(xvi) After declaring the overall results there will be supplementary exam for the absentees.

6.3.1 FINAL UG -VI & PG-IV SEMESTER ARREAR (ONLINE) EXAMINATIONS: INSTRUCTION TO STUDENTS WHO COMPLETED BEFORE THE ACADEMIC YEAR 2019 -2020 & STILL HAVE ARREARS :

Dear Students,

I wish to bring the following important instructions regarding your arrear examination which should be strictly followed

(i) Students who already paid the arrear exam fees only are eligible to write this Final Semester Arrear Examination from 23rd September 2020.

(ii) Question paper will be sent via your mail ID on the scheduled date of examination at 9:15 am. You are asked to download the question paper or copy it and follow the Instructions for answering.

(iii) You are asked to use A4 Sheets to write the examination and provide the following details on the top of each answer sheet :

Register Number	:		Course Code	:	
Name of the Candidate	:		Course Title	:	
Signature with Date	:		Page Number	:	

(iv) Duration of the Examination is 3 hours from 09.30 a.m. to 12. 30 p.m.

(v) ESE - QUESTION PAPER PATTERN FOR ON LINE :

Max. Marks : 75	Answer all Questions	Duration : 3 Hours
Part A	**MCQ Type :** 20 questions 4 Questions from each Unit	20 x 1 = 20 Marks
Part B Paragraph	5 Questions Answer not exceeding 300 words . One question from each unit	5 x 5 = 25 Marks
Part C Essay Type	3 Questions Answer not exceeding 1000 words	3 x 10 = 30 Marks
		Total :75 Marks

(or)

Max. Marks : 75	Answer all Questions	Duration : 3 Hours
Part A	15 questions Timer will start and questions will be in random order.	Set 1: MCQ 15 – first 20 min. Set 2: MCQ 15 – next 20 min. Set 3: MCQ 15 – next 20 min. Total : 45 Marks
Part B Paragraph	6 Questions Answer not exceeding 300 words .	Paragraph type 6x5 = 30 Marks
		Total :75 Marks

(or)

| Max. Marks : 75 | Answer all Questions | Duration : 1½ Hours |

1. Mode of Submission

a) After finishing your examination, you are asked to scan all the pages, using suitable   Scanner App i.e., Camscanner, WPS Office, Tapscanner, ADOBE Scanner, etc) and combine it into a single PDF file which should not exceed 20 MB and file to be named with your register number (For e.g. 191206001.pdf) .

Submission via Google Form: You are asked to submit the file via the Google Form Link given in the mail **or** you may email the same to: coeexam@bhc.edu.in. on or before the same day before 1.30 p.m.

(or)

b) **In-person Submission:**

If you are residing nearby the College you can handover the Answer Scripts in a sealed cover along with a photocopy of your ID card to the COE office on the same day before 03.00 p.m.

Note: (i) Please have sufficient stock of A4 size papers, account sheets and graph papers.

(ii) Final Semester Arrear Examination Time-table is displayed in the college website.

6.4 VALUATION OF ANSWER SCRIPTS OF END SEMESTER EXAMINATIONS :

6.4.1 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.

6.4.2 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.

6.4.3 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

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

6.4.4 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.

5. 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.

6. The total marks awarded should be entered in Mark Statement.

7. The examiner shall affix his signature along with his/her name and date on each Mark Statement.

8. After valuation all the answer booklets and Mark statements shall be handed over to the Chief examiner before leaving the hall.

9. 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.

10. Silence should be strictly maintained and Mobile phones should be kept in silence mode during valuation.

11. 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

6.4.5   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.

6.4.6   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.

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.

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 : "Tamil/Other languages" offered under the programme.

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

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

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

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 : The weightage given to each course of study (subjects) attributed by the experts of the Board of Studies concerned.

Credit System : It means that 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   B.Voc – 180 credits

For Postgraduate Programme (two years)   : 90 credits;   MBA- 120 credits;

For Integrated Programme (5 years)   : 230 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.

Our Curriculum

As an autonomous college, Bishop Heber has adopted the semester cum choice based credit system. At the undergraduate level the curriculum is for three years. At the postgraduate level the curriculum is for two years.

Semester System

Each year is divided into two semesters. The duration of the semester is 15 weeks with six working days per week. From the third week of June to the second week of November are the **ODD Semesters** and from the third week of November to the end of April are the **EVEN Semesters**.

Evaluation System

At Present the College follows 25:75 pattern for theory and 40:60 for practical (25 / 40 marks for Continuous Internal Assessment (CIA) and 75 / 60 marks for End Semester Examinations (ESE). Under CIA system, the student is continuously assessed by the faculty members concerned through periodical tests, assignments, quiz, etc.A student has to pass the CIA and ESE separately to complete a course.

PASSING MINIMUM:

	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 and ESE put together to be declared as PASSED in the examination.

7.1 CONTINUOUS INTERNAL ASSESSMENT (CIA) :

The CIA has components like attendance, assignments, seminar, Internal Tests etc. The breakup for various components of CIA is to be made with respect to a maximum of 100. Finally the total marks scored by the students in CIA are to be reduced with respect to a maximum of 25 or 40 as required.

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

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

7.1.1 CIA – CALCULATION FOR ONLINE :

CIA Theory – 100 (reduced to 25) Marks

Components	Tests		Assignment	Seminar/ Quiz	Innovative Presentations / Test: Surprise / Open book / MCQ / Library	Pre Semester	Attendance	Total
	I	II						
	50	50						
UG & PG - Theory	Average : 50		10	10	10	10	10	100

Internal Test Question Pattern for Theory Papers :

Duration : 2 Hrs.	Answer All Questions	Max. Marks : 50
Part A MCQ type	15 questions Timer will start and questions will be in random order	Set 1: MCQ 15 – first 20 min Set 2: MCQ 15 – next 20 min.
		Total : 30 marks
Part B Paragraph type	4 Questions Answer not exceeding 300 words each	Paragraph type **4 x 5 = 20 marks**

PRACTICALS – 100 (reduced to 40) Marks

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

Attendance: 10 Marks

% of Attendance	80 to 100	60 to less than 80	40 to less than 60	20 to less than 40	Less than 20
Marks	10	8	6	4	2

7.1.2 CIA – CALCULATION FOR OFF LINE :
CIA THEORY – 100 (Reduced to 25) Marks

Components	Tests		Assignment	Seminar/ Quiz	Innovative Presentations / Test: Surprise / Open book / MCQ / Library	Attendanc e	Total
	I	**II**					
	60	60					
UG & PG - Theory	Average : 60		10	10	10	10	100

Question Pattern for Internal Tests:

Max. Marks : 60 Max. Hours : 2 hours	Off Line	Duration : 2 Hours
Part A	MCQ Type : 20 questions	20 x 1 = 20 Marks
Part B Paragraph	Either or type questions 4 Answer not exceeding 300 words	4 x 5 = 20 Marks
Part C Essay Type	2 Questions out of 3 Answer not exceeding 1000words 1 Question from each unit	2 x 10 = 20 Marks
		Total = 60 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. **Deadline is 7 days after the I Internal test. Applications submitted after the deadline will not be consider for the retest. There is no retest for Internal Test II.**

CONSOLIDATION OF CIA :

Consolidation of the marks of CIA should be done in the department within five days of the Second Internal Tests. CIA marks statements should be sent to the Office of the Controller of Examinations after being acknowledged and signed by the students. He / She Cannot Claim any Change in the marks after the mark statement has reached 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.

CIA IMPROVEMENT RULES (TO REAPPEAR IN CIA) :

The CIA can be cleared by improving the CIA marks in the subsequent semesters for a maximum of 3 courses. If the 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 office within 20 days from the date of results published. A fee of Rs.200/- per course has to be paid.

If the students have any grievance or complaints with respect to the CIA they can appeal to the Grievance Appeal Committee for redressal.

7.1.3 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 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 courses**.**

7.2 END SEMESTER EXAMINATION (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 of the UG and PG programmes will be set for 75 marks.

7.2.1 ESE - QUESTION PAPER PATTERN FOR ON LINE :

Max. Marks : 75	Answer all Questions	Duration : 3 Hours
Part A	**MCQ Type :** 20 questions 4 Questions from each Unit	20 x 1 = 20 Marks
Part B Paragraph	5 Questions Answer not exceeding 300 words . One question from each unit	5 x 5 = 25 Marks
Part C Essay Type	3 Questions Answer not exceeding 1000 words	3 x 10 = 30 Marks
		Total :75 Marks

(or)

Max. Marks : 75	Answer all Questions	Duration : 3 Hours
Part A	15 questions Timer will start and questions will be in random order.	Set 1: MCQ 15 – first 20 min. Set 2: MCQ 15 – next 20 min. Set 3: MCQ 15 – next 20 min. Total : 45 Marks
Part B Paragraph	6 Questions Answer not exceeding 300 words .	Paragraph type 6x5 = 30 Marks
		Total :75 Marks

(or)

1- 75 MCQ   75x1=75 Marks

Max. Marks : 75	Answer all Questions	Duration : 1½ Hours

7.2.2 INSTRUCTION FOR ONLINE EXAMINATION

Students are asked to write their register number (roll no), course code, page number and put the signature inevery page of the answer script. (A4 size papers)

Make sure your mobile data is sufficient during the examination days and locate a place where the internet stability is good.

Take a printout of the hall ticket and upload it along with Sec-B PDF files for every course. Have sufficient stock of A4 size papers, account sheets and graph papers.

Practice and use a suitable scanner app (eg. Adobe Scan, Microsoft Office Lens, Cam Scanner etc) to scan your answer sheets

Total PDF file size should be less than or around 25 MB and send itas directed by the course teacher.

Time Management is your responsibility.

7.2.3 ESE - QUESTION PAPER PATTERN OFF LINE

Max. Mark – 75	Off Line	Duration : 3 Hours
Part A	**MCQ Type :** 20 questions 4 Questions from each Unit	20 x 0.5 = 10 Marks
Part B Short Answer	5questions 1 question from each unit	5 x 2 = 10 Marks
Part C Paragraph	5 Questions (Either or type) Answer not exceeding 300 words 1 question from each unit	5 x 5 = 25 Marks
Part D Essay Type	3 Questions out of 5 Answer not exceeding 1000 words 1 Question from each unit	3 x 10 = 30 Marks
		Total Marks : 75

7.2.4 INSTRUCTION FOR OFFLINE EXAMINATION

The students must bring the Hall Ticket and their College ID card to every session of the End Semester Examinations for verification.

Students can bring into the Examination Hall only ordinary Scientific / Engineering calculators. They can usethe 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.

Scribe **Physically and visually challenged students shall seek the assistance of Scribes and shall avail one hour extra time to write the Comprehensive Examination. The students shall use this facility by submitting permission letter along with the medical certificate one week prior to the examination.**

3. Grievances Regarding End Semester Examinations Question Papers :

If the students find any problem in the question paper, they have provision of filing their grievances in a prescribed form available with the Centre Superintendent and to be submitted within two hours of completion of examination. The grievances are then forwarded to the respective Heads of the Department of the subject concerned for comments from the teacher concerned. The Head of the Department is also asked to 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.

4. 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.

7.3 PROJECT AND INTERNSHIP

7.3.1 PROJECT

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 project will carry minimum of 4 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.

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 :

During the project work , its progress will be monitored, by the internal guide. At the end of the project, student should prepare written document of his/her work in the form of project report.2 copies of Project Report to be submitted (1 copy to be retained by the student and 1 copy to the department)

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**

7.3.2 INTERNSHIP

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.

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 Credits.

For PG Programme :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 for an extra credit.

Evaluation for Internship : 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**

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.

7.3.3 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.

7.4 VALUATION OF ANSWER SCRIPTS

Central Valuation of answer scripts has been followed. For all UG programmes, there will be only one valuation done by a Board of External Examiners. For PG programmes there will be a double valuation system – 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 agree within the prescribed margin then the average will be considered as the marks scored. 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 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 may be taken as the final marks.

7.5 TATKAL SYSTEM

Students who need marks statement, consolidate mark statement and transcript urgently to pursue higher studies or for applying for jobs can avail tatkal system and can get it within 24 hrs.

Fee for Consolidate statement: Rs.1000 / -
Fee for Transcript : Rs. 500/- Additional copy : Rs. 200/-

7.6 REVALUATION OR TRANSPARENCY 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 of a maximum of two theory courses of the current semester.

➤ The candidates should apply for revaluation in the prescribed form available in the Controller's Office through the HOD within **10 days** of the publication of the results.

➤ Those candidates who have failed but secured more than 50% of the passing minimum can apply for revaluation with or without getting the transparency of the answer scripts.

➤ Those candidates who have **passed** the external examination and those candidates who have failed in the external examination but secured less than 50% of the passing minimum in it, can apply for revaluation provided they get the transparency of the answer scripts and the recommendation of the HOD based on his / her evaluation of the transparency.

Fee for Transparency   : Rs. 400 / - (each course)
Fee for Revaluation   : UG - Rs. 500 / - (each course), PG - Rs. 600 / - (each course)

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

7.7 PROVISION TO RE-TOTAL OR CLARIFICATION

Result processing is fully computerized system and marks are compiled through examination result processing software and the system is fully automated and 100% reliable. In case of doubts left, the student may apply to the Controller of Examinations by remitting the sum prescribed per course within 10 calendar days from the date of publication of results. Where the marks obtained in retotaling are higher than the marks awarded earlier, the Controller of Examinations will issue the revised mark sheet after withdrawing the previous one. The Results published in the internet are for immediate information to the examinees. This cannot be treated as Original Mark Sheets

7.8 SUPPLEMENTARY (INSTANT) EXAMINATION

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 one or two courses of the final semester to get their degree without delay.

- The final year UG and PG students must have cleared all the papers in all the previous semester examinations.
- Students should not have more than two arrears in the final semester.
- 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 who wish to write the Supplementary Examinations will 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/- (each course)

PG Programme – Rs. 1000/- (each course)

Deadline for applying – **15 days** after the ESE results are published.

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 and Practical Course or Project for a UG Programme. In the case of a PG Programme, the number of arrear courses is restricted to Two from any semester/s and one more course like NMEC or Value Education or Practical Course.

7.9 UNIVERSITY RANKING EXAMINATION (URE)

1. The 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 questions 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 colleges.

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.

7.10 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 Disciplinary Action Committee. 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 committee will be final and binding.Students, found guilty of malpractice, will be debarred from writing three consecutive End Semester Examinations immediately following the one in which they were caught for malpractice.

7.11 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/Readmission.

7.12 POSTPONEMENT OF EXAMINATION

Any unexpected holiday declared by the Government or by any Local Authority after the publication of the programme of Examination by the University, will not affect the programme of Examination already announced unless otherwise specially notified by the University. Announcements regarding postponement of Examinations due to unexpected events will be made through T.V. and Radio.

7.13 NON – CGPA COURSES: EXTRA CREDIT COURSES

Extra credits courses:

(i) Online courses: Student has to submit the certificate from the NPTEL / SWAM / MOOC. Department has to finalize the list of online courses, it must be out of the UG and PG curriculum.

(ii) Self-study course: Offered by the department: Student has to write the end semester exam for 100 and no CIA. Department has to declare the list of self-study courses approved by the BOS.

(iii) Internship: Evaluation 40 from the industry and 60 from department total 100 marks.

Self-study course 2 credits, for online and internship: 4 to 6 weeks: 1 credit; 8 to 12 weeks: 2 credits. UG: 140 credits + Maximum of 12 credits and PG: 90 credits + Maximum of 8 credits Students are asked to register

their Extra Credits course in the Coe office by submitting an application form recommended by the HOD. For Odd Semester on or before 15th September and for Even Semester on or before 15th February. Registration fees Rs. 100/- per course.

7.14 ADD ON PROGRAMMES

(Value-Added / Certificate / Diploma / PG Diploma)

Add-on programmes are part of the curriculum designed to provide necessary skills to increase the employability quotient and equipping the students with essential skills to succeed in life. The main objectives of the programme are: a) To provide a platform to understandthe expectations of industry. b) To improve employability skills of students. c) To enable the students to think outside the box and face the challenges.

It will be in three category: (1 Certificate / value added course, (2) Diploma and (3) PG Diploma. The Certificate course or value added course or Diploma porgramme is open for UG and PG student and PG Diploma for PG students only. The add-on course classes do not disrupt the student's academic schedule and are comfortably held after their class hours. Students of any major can select any of the course of their choice. They are expected to get a form for joining add-on courses from the respective add-on course Department. Candidates pursuing Under Graduate / Post Graduate are eligible to take up one of the Add-on courses simultaneously with their regular course of study.

7.15 M.PHIL. PROGRAMMES

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)

7.16 CERTIFICATES

1. Provisional Certificate :

The Bharathidasan University is the authority to issue Provisional Certificates to the candidates who have completed their respective programmes at our College.The College will send the results particulars of students who have qualified for award of Degrees to the Bharathidasan University along with the prescribed fees, to get Provisional Certificates.The Candidates need not apply to the University directly to get Provisional certificates.

The candidates shall collect their Provisional Certificates from the students section of the respective offices (aided & unaided) directly, as and when they are received from the University.

2. Procedure to be adopted to get Transcripts : **Candidates requiring Transcripts shall down load the prescribed form and apply to the Controller of examinations along with a copy of the Consolidated Statement of marks and prescribed fees.**

Fees for each copy of the Transcript is Rs. 1000/

Candidates abroad shall authorise their parents/relatives to apply and get transcripts on their behalf. In such case, a scanned copy of the requisition letter signed by the candidate shall be mailed to the Principal at principal@bhc.edu.in Identification of the authorised person shall be stated properly in the requisition letter. The authorised person must submit a xerox copy of the proof of identification mentioned in the letter while applying for transcripts. Transcripts will be issued on the third calendar day on receipt of the application and fees.

3. Procedure to be adopted to get Duplicate Mark statement / Consolidated Statement of Marks:

Candidates requiring Duplicate Marksheet or Consolidated Statement of marks shall down load the prescribed form and apply to the Controller of Examinations

Duplicate Marksheets will be issued only when it is lost or destroyed irrecoverably.

The prescribed forms shall be filled-in only by the candidate. It shall be complete in every respect. Failure will cause delay in issue of the Duplicate Mark statement.

The filled in form shall be submitted along with a FIR Copy/Non traceable Certificate issued by the Police Department.

Fees prescribed for issue of each Duplicate Mark statement / Consolidated Statement of Marks is Rs. 3000/- . Search fee has to be paid by candidates who have completed their programmes before two years from date of application for duplicate certificate.

Duplicate Certificates will be issued on the third calendar day on receipt of the application and fees.

4. Ranking:

Candidates who have passed all the subjects and completed all the components prescribed for the programme with in the stipulated study period are only eligible for Ranking.

Ranking is based on the marks scored in Part-III subjects and the candidates who have passed the Part-III subjects in First Attempt in the prescribed semesters are only eligible for ranking.

Ranking is arrived for candidates branch-wise (not class wise) for the first ten positions for UG and first five positions for PG.

In the case of Reappearance, the first appearance mark is only considered for Ranking.

Candidate absenting for any subject prescribed in Part-III and getting high marks in that subject is not eligible for Ranking.

Rank Certificates are issued to Department, students are asked to collect it from their HOD.

5. Convocation Procedure

All the candidates of Bishop Heber College shall receive their Degree certificates from Bharathidasan University. The mode of receiving the degree certificate can be opted for by the student. The mode of receiving it can be either through the institution or through post directly to the recorded address furnished by the students in the convocation form. The convocation application form should be duly filled in and should enclose all the required attachments in order to be processed. The convocation fee shall be paid along with the final semester examination fees.

DOWNLOADS

1. UG/PG Bio – Data

2. M.Phil Bio – Data

3. UG/PG Application For CIA Clearance

4. M.Phil Application Form For End Semester Examinations

5. Part V – Extension Activity Clearance

6. UG/PG – Application For Revaluation/ Retotaling/ Transparency of Valued Answer Scripts

7. UG/PG – Application For Supplementary Examinations

8. Proforma for Retest

9. Request for Redressal For Grievance In Examinations

10 Application For Tatkal Scheme

11. Application For Extension Of M.Phil. Dissertation

12. Application For Submission Of Dissertation To The Coe's Office For Evaluation And Viva – Voce

13. Application To Enroll Internship As An Extra Credit

14. Application To Enroll Extra Credit Course

15. Application To Appeal Beside Declared Results

Students can download the above forms from our college website: www.bhc.edu.in

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. **Salient Features of CBCS**

A few salient features of the CBCS are :

1.Provides cafeteria approach to students to choose subjects they like.

2.Unlimited academic flexibility.

3. Besides major and allied subjects, new subjects in the name of generic elective subjects are offered.

4. Scope for field / project work, internship, study tours, industrial visits, in-plant training. Skill & Ability enhancement courses, online course, Extra Departmental Courses and Add-on courses form as part of the curriculum.

5. To provide value and ethical based education, participation in Sports/NSS/NCC/extension activities are made compulsory. Credits needed to qualify Total credits to be earned to qualify for award of respective degrees

8.1 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 Practical)	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 Credits :**	**140**

Note: For B.Voc. Programmes 180 credits

8.2 PROGRAMME STRUCTURE – PG

Components	No. of Courses	Credits / Course	Total Credits
Core (Including Practical and Project)	14 – 17	4 – 5	60-70
Electives (Including Field work and Internship)	4-5	3 – 5	16-24
Value Education	1	2	2
Courses with Extra Credit (III / IV Semester)	2*	2*	
* Not Considered for Grand Total and CGPA		**Total Credits :**	**90**

Note: For MBA 120 credits

M.Sc. Bioinformatics (Integrated Programme) – 230 credits

8.3 SELF-STUDY COURSES (EXTRA CREDIT – OPTIONAL COURSES)

(i) A student may choose one paper per semester during the V/III and or VI/ IV Semesters.

(ii) There will be only internal valuation for UG and PG for this course without CIA.

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

Eligibility for Courses with Extra Credit:

(a) Minimum 60% Marks in the first three semesters of Part III courses for UG

(b) Minimum 60% Marks in the first two semesters for PG.

8.4 ADD ON PROGRAMME STRUCTURE

Programme	Period	No. of Courses	Hrs./week	Credits	Fees
Certificate / value added courses	3 months Evaluation: Internally by the Department	Theory 1 to 2 or Theory 1 and practical 1	3 to 5 hours Total-30 hrs.	Grade /for transfer to diploma 12 credits	Course fee only – SF Office
Diploma	6 months ie., 1semster Evaluation: CIA and ESE	Theory 4 to 5 **OR** Theory 3 to 4 and Practical 1 to 2 or Internship or Field work or Project	12 - 16 hrs	24 credits	Programme fee - SF office , Exam fee – COE office
PG Diploma	1 year ie., 2 semesters Evaluation: CIA and ESE	Equivalent to two diploma courses	12-16 hours	45 Credits	

8.5 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).

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

GRADING OF 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 OF 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. AUTONOMY CHANGES MADE IN SUBSEQUENT YEARS

2010-2011 M.Phil. part time in Library and Information Science. Ph.D. in Library and Information Science. High II class is introduced	**2011-2012** M.Phil. Commerce and Chemistry Ph.D. Chemistry Attendance CIA up to 75% max 10
2012-2013 Deans concept introduced M.Sc. Zoology, Ph.D. in Physical Education B.Sc. Actuarial Science CIA no passing minimum CIA + ESE 40% UG and 50% PG No improvement in CIA Consolidated statements printed from TCS Photo attached in consolidated statement	**2013-2014** M.Sc. Botany, M.Sc. Integrated Bioinformatics Ph. D . Biotechnology CIA improvement
2014-2015 MA History Part A 40 MCQ Retest for I internal and no reset for II Attendance mark upto 60% and Max 20 marks CIA 30 30 10 10 20 Answer sheet format changed To appear ESE student has to clear CIA Marks entering for CIA is through ONLINE In Hall Tickets room no and Date introduced	**2015-2016** Ph. D Zoology B.Voc. Information Technology and Accounts and Taxation CIA fail – Improvement CIA fail can appear ESE w.e.f. April 2016. Grading system as per BDU Mark Statement format is changed. Consolidated statements printed in CoE office. SMS - for Internal and External Examiner
2016-2017 B.Sc. Bio Technology OMR sheet introduce to evaluate Part A Grading systems as per TANSCHE Online Exams for Environmental Studies, and selected NMEC and SBEC	**2017-2018** B.Sc. Nutrition and Dietetics B.Sc. Environmental Sciences I PG Library hour introduce (10 Marks) Online for VLO Format for Consolidated is changed M.Sc. Bio-informatics – special format Hall Tickets – Downloaded through ONLINE
2018-2019 B.A. Tamil , B.Com PA, B.Com IA B.Sc. Botany and B.Sc. Zoology - (SF) M.A. Economics. Valuation - Part I, Part II and few major Departments are divided into two Boards. M. Phil Regulations changed as per BDU Internal and External Exams Students seating arrangements displayed through ONLINE Sealed questions are delivered in a stitched Kada Cloth bags.	**2019-2020** M.Sc. Data Science Question Pattern Changed – MCQ (20), Short answer, Paragraph and essay type Answer Sheet format Changed. M. Phil Viva voce Changed as per BDU Even Semester : (i) I and II UG, I PG – 70 – 30 as per Govt. order (ii) III UG and II PG – Online Exam. (iii) Out gone Students (UG VI and PG IV semester) – Online Exam.
2020-2021 April 2020 ESE for III year and II PG - online conducted in September I and II year marks awarded based on Govt. order. B.B.A. Aviation and Ground Handling B.Com Strategic Finance, B.Voc.Visual Communication , M.Sc. Food Science and Nutrition . CIA changed, Pre-Semester introduced in online ESE question pattern changed for online exam Question setting and valuation internally. ESE – online through Google form using "**HEBEROX**" Software Arrear and M. Phil exams – Through e-maild id.	**2021 – 2022** B.S.W., B.Com Business Process Management, B.Com. Business Analytics, B.Sc. Aviation . Added one more Component in CIA Calculation. Internal Test Pattern Changed. Odd Semester – Online mode Exam.

Number of Programmes of Study:

Year	UG	PG	M.Phil.	Ph.D.	UG Diploma	PG Diploma	Certificate	Students Strength
Aided	10	7	1					
2010-2011	12	16	6	7	5	2	4	5111
2011-2012	2	17	8	13	5	2	4	5471
2012-2013	14	17	10	15	5	6	7	6024
2013-2014	14	19	10	15	6	6	7	6496
2014-2015	14	20	10	15	6	6	7	7263
2015-2016	16	20	10	15	6	6	7	7904
2016-2017	17	20	10	15	6	6	7	8819
2017-2018	19	20	10	15	6	6	8	9900
2018-2019	22	20	10	15	6	10	4	11570
2019-2020	22	21	10	15	6	11	4	12398
2020-2021	26	22	10	15	8	6	4	12687
2021-2022	30	23	10	15	9	6+2(BDU)	8	12886

10.1.1 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:-

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) Duration:

The Programme is for a period of three years. Each academic year shall comprise two semesters viz. Odd and Even semesters. Odd Semester shall be from June/ July to October/ November and Even Semester shall be from November / December to April / May. There shall be not less than 90 working days which shall comprise 450 teaching clock hours for each Semester (Exclusive of the days for the conduct of University End – Semester Examinations).

(b) UG PROGRAMMES OFFERED :
(i) ARTS PROGRAMME :

Sl.No.	Name of the Programme	Eligibility
1	B.A. Tamil	A pass in 10,+2 with Tamil as a Language
2	B.A. History	A pass in 10,+2
3	B.A. Economics	A pass in 10,+2
4	B.A. English	A pass in 10,+2
5	B.Com.	A pass in 10,+2 with Commerce and Accountancy. 20% of seats may be reserved for Vocational Stream
6	B.Com.– International Accounting	
7	B.Com.– Professional Accounting	
8	B.Com. - Strategic Finance	The candidate who has passed Diploma in Commerce or Modern office Practice (3 years) or equivalent awarded y Directorate of Technical Education / National Council of Vocational Training is eligible for lateral entry to 2nd year.
9	B.Com. - Computer Applications	
10	B.B.A.	A pass in 10,+2
11	B.B.A.-Aviation and Ground Handling	A pass in 10,+2

(ii) SCIENCE PROGRAMME :

Sl.No.	Name of the Programme	Eligibility
1	B.Sc. Mathematics	A Pass in 10,+2 with Mathematics as one of the core subject.
2	B.Sc. Physics	A Pass in 10,+2 with Physics and Mathematics.
3	B.Sc. Chemistry	A Pass in 10,+2 with Chemistry as one of the core subjects.
4	B.Sc. Botany	A Pass in 10, +2 Biology with Chemistry

5	B.Sc. Zoology	A Pass in 10,+2 with Mathematics, Physics, Chemistry and Biology or Physics, Chemistry, Botany and Zoology or Biology as one of the core subjects
6	B.Sc. Aviation	A Pass in 10,+2 with Mathematics, Physics, Chemistry and Biology or Physics, Chemistry, Botany and Zoology or Biology as one of the core subjects
7	B.Sc. Computer Science	A Pass in 10,+2 with Mathematics as one of the core subject.
8	B.C.A.	
9	B.Sc. Actuarial Mathematical Science	A Pass in 10,+2 with Mathematics as one of the core subject.
10	B.Sc. Biotechnology	A Pass in 10,+2 with Mathematics, Physics, Chemistry and Biology or Physics, Chemistry, Botany and Zoology or Biology as one of the core subjects
11	B.Sc. Nutrition and Dietetics	A Pass in 10,+2 with Biology and Chemistry / Nursing/Nutrition in Vocational Stream
12	B.Sc. Environmental Sciences	A Pass in 10,+2 with Mathematics, Physics, Chemistry and Biology or Physics, Chemistry, Botany and Zoology or Biology as one of the core subjects

(iii) VOCATIONAL PROGRAMME :

Sl.No.	Name of the Programme	Eligibility
1	B.Voc. - Accounting and Taxation	A pass in 10,+2
2	B.Voc. - Information Technology	A pass in 10,+2
3	B.Voc. - Visual Communication	A pass in 10,+2

10.1.2 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 OFFERED:

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.	M.A. Economics	B.A. Economics
4.	Master of Social Work	Any Degree
5.	M.A. History	Any Graduate; preference will be given to History Graduates
6.	M.Com.	B.Com./ B.Com. (Applied)/ B.A. Corporate Secretaryship / B.B.A. / B.A. Co- operation / B.Com. (Bank Management)
7.	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	A Pass in B.Sc. Mathematics
2.	M.Sc. Chemistry	A Pass in B.Sc. Chemistry
3.	M.Sc. Environmental Sciences	B.Sc. Chemistry, Botany, Zoology, Bio-Technology
4.	M.Lib.I.Sc.	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. Food Science and Nutrition	B.Sc. Nutrition and Dietetics, Home Science, Food Technology
14	M.Sc. Actuarial Science	Any degree with Mathematics
15	PGDCA (P.G. Dip. in Computer Applications)	Any degree with Mathematics
16	PGDAS (P.G. Dip. in Actuarial Science)	Any degree with Mathematics

PG INTEGRATED PROGRAMME :

Sl.No.	Programme	Eligibility
1	**M.Sc. Bioinformatics**	B.Sc. Botany / Biology / Microbiology / Zoology / Biotechnology /Biochemistry/ Chemistry with Botany or Zoology as Allied

(d) ADD – ON PROGRAMMES

Certificate Programmes :

Department	Programme
Tamil	,jopay; rhd;wpjo;f; fy;tp
Mathematics	Certificate Programme in LATEX
	Certificate Programme in R Programming
Calligraphy	Certificate Course in Calligraphy
Commerce	Certificate Programme in Stock Markets Operations
Environmental Sciences	Certificate Course in Industrial Safety and Hygine
Food Science and Nutrition	Certificate Programme in Bakery and Confectionary
	Certificate Programme in Food Preservation
Information Technology	Certificate Programme in Audio and Video Editing

Diploma Programmes :

Department	Programme
History	Diploma in Travel and Tourism Management
English	Diploma in English Communication Skills
Zoology	Diploma in Advanced Medical Lab Technology (DAMLT)
Biotechnology	Diploma in Bioanalytical Techniques (DBAT)
Library Information Sciences	Diploma in Library Automation and Networking (CLIS)
Commerce	Diploma in TallyPrime
	Digital Marketing
Chemistry	Diploma in Processes and Protocols for Chemical Laboratories
	Diploma in Paper Technology

PG Diploma Programmes :

Department	Programme
English	PG Diploma in Mass Communication and Journalism
Social Work	PG Diploma in Counselling (PGDC)
Physics	PG Diploma in Advanced Scientific Interfacing
Biotechnology	PG Diploma in Bioinformatics (PGDBI)
Environmental Sciences	PG Diploma in Industrial Safety and Occupational Health
Chemistry	PG Diploma in Analytical Techniques in Chemistry
Actuarial Science	PG Dipolma in Actuarial Science (PGDAS) (Affiliated to Bharathidasan University)
Computer Science	PG Diploma in Computer Applications (Affiliated to Bharathidasan University)

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

STUDY CENTRE :

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.

10.2.1 NON MAJOR ELECTIVE COURSES IN UG :

Sl.No.	Programme	Semester	Course Title
1	Tamil	III	□ □ □□□ □□□ □ □□□□ □ □□□ □ □□□ □□□ □□□ - I
		V	□ □ □□□ □□□ □ □□□□ □ □□□ □ □□□ □□□ □□□ - II
2	History	III	The Working of Indian Constit tion
		IV	Indi Today
3	Economics	III	Econ ic for Competitive Examinations– I
		IV	Ec omic for Competitive Examinations– I
4	English	III	Journalism
		IV	Funct onal English
5	Commerce	III	Introduction to Accountancy
		IV	Principles of Management
6	Commerce – CA	III	Accounting with Tally
		IV	Principles of Management
7	B.Com. - International Accounting	III	Principles of Commerce
		IV	Principles of Management
8	B.Com. - Professional Accounting	III	Introduction to Accountancy
		IV	Principles of Commerce
9	B.Com. - Strategic Finance	III	Organisational Behaviour
		IV	Business Etiquette and Corporate Grooming
10	B.Com. - Business Process Management	III	Principles of Commerce
		IV	Principles of Management
11	B.Com -Business Analytics	III	Principles of Commerce
		IV	Principles of Management
12	B.Voc. Accounting and Taxation	III	Introduction to Income Tax
		IV	Introduction to GST
13	B.B.A.	III	Fundamentals of Management
		IV	Fundamentals of Marketing
14	B.B.A. - Aviation and Ground Handling	III	Fundamentals of Management
		IV	Fundamentals of Marketing
15	B.S.W.	III	Mass Communication
		IV	Substance Abuse and Rehabilitation
16	Mathematics	III	Mathematics for Competitive Examinations
		IV	Statistical Applications(Practicals)
17	Physics	III	Electrical Appliances
		IV	Audio and Video Systems
18	Chemistry	III	Food and Nutrition
		IV	Principles of Medicinal Chemistry
19	Botany	III	Nursery Technology
		IV	Mushroom Cultivation
20	Zoology	III	Public Health and Hygiene
		IV	Industrial Zoology

21	Computer Science	III	E-Commerce
		IV	Cyber Security
22	B.C.A.	III	MS office - Word and Power Point
		IV	MS office - Excel
23	Biotechnology	III	Basic of Biotechnology
		IV	Applied Biotechnology
24	Bioinformatics	III	Basic Bioinformatics
		IV	Basic Structural Bioinformatics
25	Nutrition and Dietetics	III	Basic in Nutrition
		IV	Diet in Health and Disease
26	Actuarial Mathematical Science	III	Principles of Insurance
		IV	Financial Markets in India
27	Environmental Science	III	Global Warming and Climate Change
		IV	Environmental Safety, Health and Management
28	B.Sc. Aviation	III	Familiarization of Airport
		IV	Radio Telephony
29	Physical Education	III	Physical Education and Health Sciences
30	**Other Language** (Did not study Tamil in school education)	III	Basic Tamil –I
		IV	Basic Tamil –II
31	**Other Language** Studied Tamil upto 10th or 12th std.	III	Advance Tamil - I
		IV	Advance Tamil - II

10.2.2 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	17.	Red Ribbon Club
02.	NCC Army Wing	18.	Road Safety Club
03.	NSS (Boys)	19.	Rotaract Club
04	NSS (Girls)	20..	Student Exnora
05.	Sports and Games	21.	Youth Against Drugs Club
06.	Fine Arts Association	22.	Youth Red Cross
07.	Good Samaritan Programme	23.	Gender Sensitization
08.	Consumer Club	24.	Suicide Prevention Cell
09.	Debate Oration Elocution Club	25.	Anti Corruption Club
10.	Entrepreneurship Development	26.	Movie Club
11.	Heber Quiz Club	27.	Communication Club
12.	Human Rights Club	28.	Philately Club
13.	Junior Jaycees	29.	Legal Literacy Club
14.	LEO Club	30.	Tourism and Heritage Club
15.	Nature Club (Boys)	31.	Eco-Restoration Services
16.	Nature Club (Girls)		

11. 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	Commerce Computer Applications
CI	Commerce International Accounting
CP	Commerce Professional Accounting
SF	Commerce Strategic Finance
BA	Commerce Business Analytics
BP	Commerce Business Process Management
MS	Business Administration
AG	Aviation and Ground Handling
MA	Mathematics
PH	Physics
AV	Aviation
CH	Chemistry
BY	Botany
ZY	Zoology
CS	Computer Science
CA	Computer Applications
DS	Data Science
BT	Biotechnology
ND	Nutrition and Dietetics
FS	Food Science and Nutrition
ES	Environmental Science
SW	Social Work
LS	Library Information Science
AS	Actuarial Science
AT	Accounting and Taxation
IT	Information Technology
VC	Visual Communication
Y	Allied Course
Z	Applied Course
P	Practical

Programme	Year	Major	Semester	Course No.

Eg.

Programme	Year	Major	Semester	Course No.
U	18	EG	1	01

Programme	Year	Major	Semester	Course No.
P	18	EG	1	01
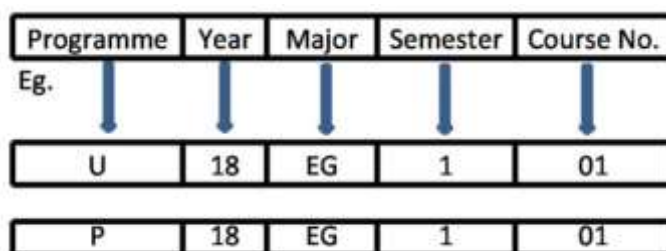
EST	Environmental Studies
VL	Value Education
S	Skiil Based Course
E	Non Major Elective Course
:	Elective Course
PJ	Project
LFS	Soft Skills
ETA	Extension Activities
GST	Gender Studies
X	Second Letter X Meaning Extra Credit Course

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	Strategic Finance	USF	--	--
10	Business Administration	UMS	PMS	MMS
11	Aviation and Ground Handling	UAG	--	--
12	Mathematics	UMA	PMA	MMA
13	Physics	UPH	PPH	MPH
14	Chemistry	UCH	PCH	MCH
15	Botany	UBY	PBY	--
16	Zoology	UZY	PZY	--
17	Computer Science	UCS	PCS	MCS
18	Computer Applications	UCA	PCA	--
19	Data Science	--	PDS	--
20	Biotechnology	UBT	PBT	--
21	Bioinformatics - Integrated	--	IBI	--
22	Nutrition and Dietetics	UND	--	--
23	Food Science and Nutrition	--	PFS	--

24	Environmental Science	UES	PES	--
25	Social Work	--	PSW	MSW
26	Library Information Science	--	PLS	MLS
27	Actuarial Science	UAS	PAS	--
28	Accounting and Taxtation	UAT	--	--
29	Information Technology	UIT	PIT	--
30	Visual Communication	UVC	--	--

18   Result Analysis for all Programmes from 2015 to 2021

18.1 2015   U.G PROGRAMME – 2012 – 2015 Batch Overall Results – Percentage of Passes - April 2015

AIDED SECTION

S.No	Programme	On Roll	Appeared	No. of Passes	Overall % of Passes
01.	B.A. History	26	20	20	100.00
02.	B.A. Economics	35	34	31	91.18
03.	B.A. English	74	70	65	92.86
04.	B.Com.	68	66	62	93.94
05.	B.Sc. Mathematics	63	62	61	98.39
06.	B.Sc. Physics	42	42	39	92.86
07.	B.Sc. Chemistry	43	42	35	83.33
08.	B.Sc. Botany	29	27	27	100.00
09.	B.Sc. Zoology	35	35	33	94.29
10.	B.Sc. Computer Science	70	69	66	95.65

SELF FINANCED SECTION

S.No	Programme	On Roll	Appeared	No. of Passes	Overall % of Passes
01.	B. A. English	55	53	50	94.34
02.	B.Com.	187	166	127	76.51
03.	B.Com CA	43	42	33	78.57
04.	B.B.A.	127	112	104	92.86
05.	B.Sc. Mathematics	53	50	50	100.00
06.	B.Sc. Physics	18	17	16	94.12
07.	B.Sc. Chemistry	15	14	8	57.14
08.	B.Sc. Computer Science	124	113	82	72.57
09	B.C.A.	169	161	143	88.82
10.	B. Sc Act. Mathematical Science	21	21	14	66.67

Overall % of Passes UG Aided 2012-2015

■ Overall % of Passes

Program	Overall % of Passes
B.A. History	100
B.A. Economics	91.18
B.A. English	92.86
B.Com.	93.94
B.Sc. Mathematics	98.39
B.Sc. Physics	92.86
B.Sc. Chemistry	83.33
B.Sc. Botany	100
B.Sc. Zoology	94.29
B.Sc. Computer...	95.65
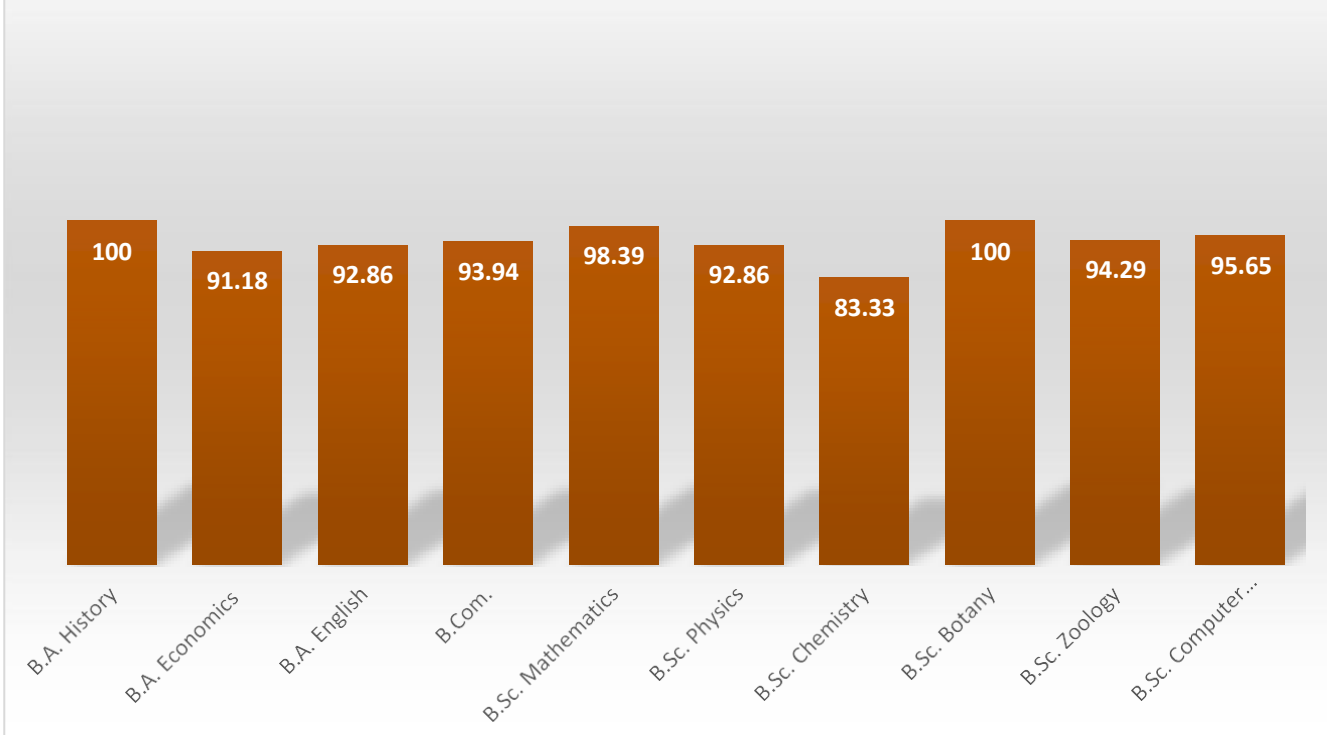
Overall % of Passes UG Self Financed 2012-2015

■ Overall % of Passes

Program	Overall % of Passes
B. A. English	94.34
B.Com.	76.51
B.Com CA	78.57
B.B.A.	92.86
B.Sc. Mathematics	100
B.Sc. Physics	94.12
B.Sc. Chemistry	57.14
B.Sc. Computer Science	72.57
B.C.A.	88.82
B. Sc Act. Mathematical Science	66.67
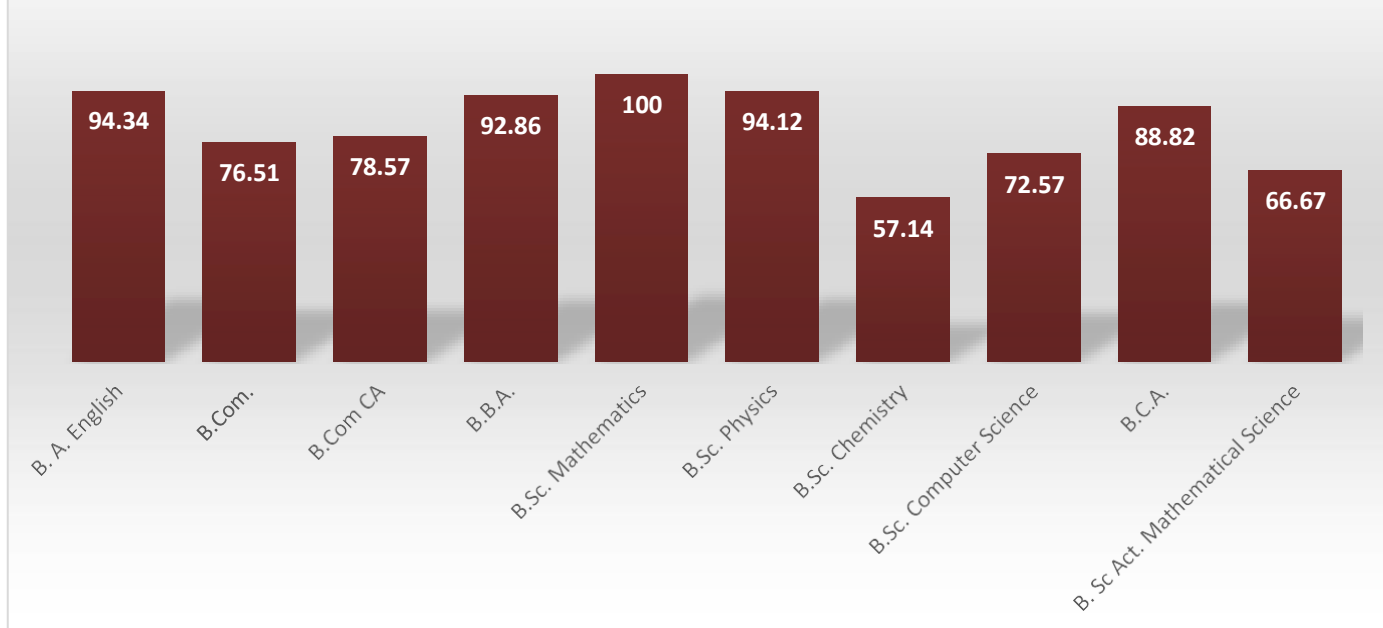
P.G PROGRAMME – 2013 – 2015 Batch
Overall Results – Percentage of Passes - April 2015
AIDED SECTION

S.No	Programme	On Roll	Appeared	No. of Passes	Overall % of Passes
01.	M.A. Tamil	19	19	19	100.00
02.	M.A. English	41	40	40	100.00
03.	M.S.W.	26	26	26	100.00
04.	M.Sc. Mathematics	43	43	37	86.05
05.	M.Sc. Chemistry	21	20	19	95.00
06.	M.L.I.S.	23	23	22	95.65
07.	M.Sc. Environmental Sciences	06	06	04	66.67

SELF FINANCED SECTION

S.No	Programme	On Roll	Appeared	No. of Passes	Overall % of Passes
01.	M.A English	40	39	39	100.00
02.	M.S.W.	24	23	22	95.65
03.	M.Com.	67	65	64	98.46
04.	M.B.A.	68	68	64	94.12
05.	M.Sc. Mathematics	81	78	63	80.77
06.	M.Sc. Physics	63	60	50	83.33
07.	M.Sc. Chemistry	31	31	22	70.97
08.	M.Sc. Zoology	09	8	7	87.50
09.	M. Sc Botany	14	13	13	100.00
10.	M.Sc. Biotechnology	20	19	19	100.00
11	M.Sc. Actuarial Science	53	52	24	46.15
12	M.Sc. Computer Science	80	79	75	94.94
13.	M.Sc. Information Tech	31	30	25	83.33

2012 – 2015 Batch

S.No	Programme	On Roll	Appeared	No. of Passes	Overall % of Passes
01.	M.C.A.	183	173	162	93.64

Overall % of passes PG aided 2013-2015

■ Overall % of Passes

Program	Overall % of Passes
M.A. Tamil	100
M.A. English	100
M.S.W.	100
M.Sc. Mathematics	86.05
M.Sc. Chemistry	95
M.L.I.S.	95.65
M.Sc. Env. Sc.	66.67
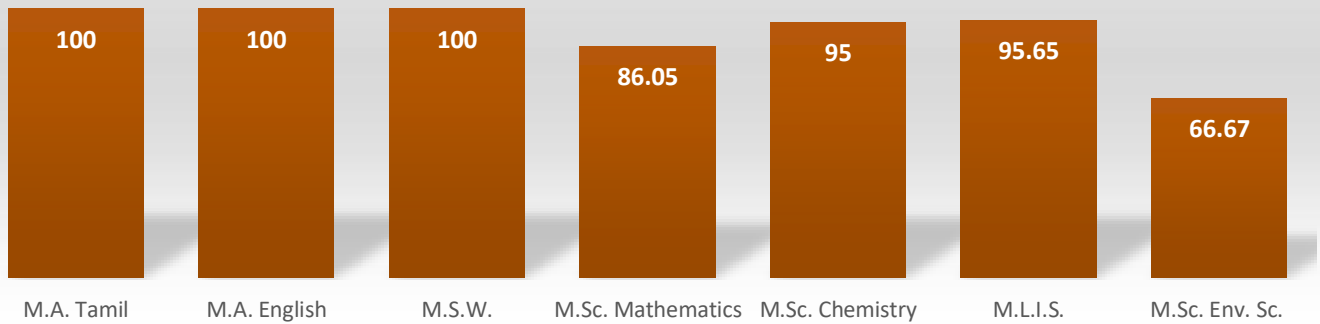
Overall % of passes PG Self Financed 2013-2015

■ Series4

Program	Value
M.A English	100
M.S.W.	95.65
M.Com.	98.46
M.B.A.	94.12
M.Sc. Mathematics	80.77
M.Sc. Physics	83.33
M.Sc. Chemistry	70.97
M.Sc. Zoology	87.5
M.Sc Botany	100
M.Sc. Biotechnology	100
M.Sc. Actuarial Science	46.15
M.Sc. Computer Science	94.94
M.Sc. Information Tech	83.33
M.C.A.	93.64
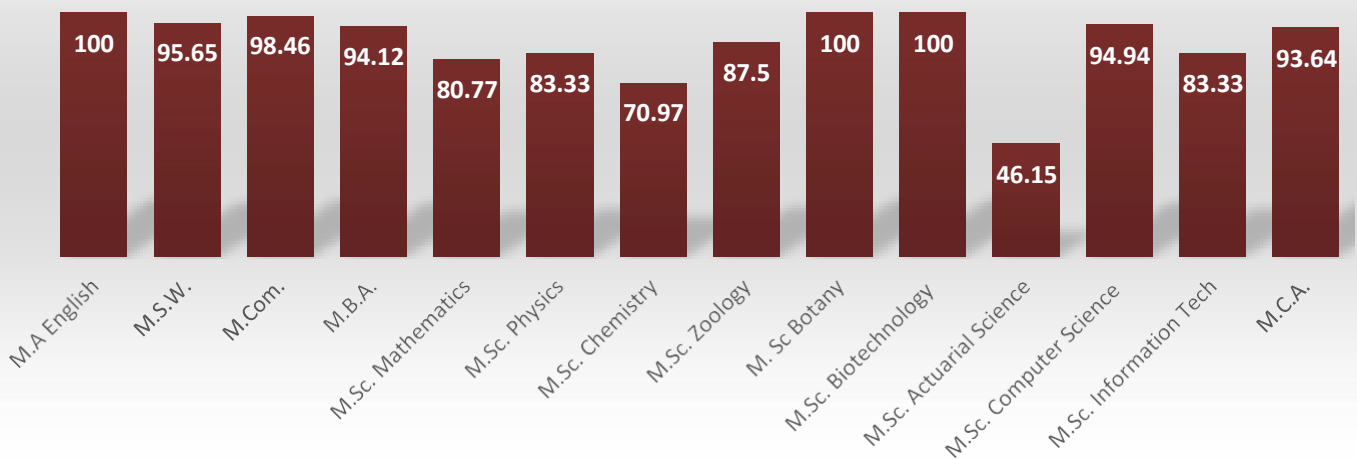
DIPLOMA PROGRAMMES – 2014 – 2015 Batch
Overall Results – Percentage of Passes – April 2015

S.No	Programme	On Roll	Appeared	No. of Passes	Overall % of Passes
01.	Diploma in French	12	12	10	83.33
02.	D.A.M.L.T.	35	35	34	97.14
03.	D.B.A.T.	12	12	10	83.33

S.No	Programme	On Roll	Appeared	No. of Passes	Overall % of Passes
01.	P.G.D.J.M	17	16	16	100.00
02.	P.G.D.C.	53	53	37	69.81
03.	P.G.D.S.I	64	61	56	91.80
04	P.G.D.B.I.	15	15	15	100.00
05	P.G.D.A.S.	02	02	02	100.00
06	P.G.D.C.A	06	05	05	83.33

Overall % of passes in Dip. and PG Dip. 2015

■ Series4

Programme	Overall %
Diploma in French	83.33
D.A.M.L.T.	97.14
D.B.A.T.	83.33
P.G.D.J.M	100
P.G.D.C.	69.81
P.G.D.S.I	91.8
P.G.D.B.I.	100
P.G.D.A.S.	100
P.G.D.C.A	83.33

OVERALL PERFORMANCE (2014 – 2015 BATCH) – AUGUST 2015

M. Phil. PROGRAMMES (FULL TIME)

SI. NO	Programme	On Roll	Appeared	Over all Pass	Over all % of Passes
01.	Tamil	23	23	21	91.30
02.	English	38	38	27	71.05
03.	Commerce	5	5	5	100.00
04.	Social Work	10	10	9	90.00
05.	Management Studies	13	13	13	100.00
06.	Mathematics	23	23	19	82.61
07.	Physics	19	19	16	84.21
08.	Chemistry	8	8	6	75.00
09.	Library and Info. Science	12	12	9	75.00
10.	Computer Science	43	43	43	100.00

OVERALL PERFORMANCE (2013 – 2015 BATCH) – SEPTEMBER 2015

M. Phil. PROGRAMMES (PART TIME)

SI. NO	Programme	On Roll	Appeared	Over all Pass	Over all % Passes
01.	Tamil	16	15	11	73.33
02.	English	30	28	19	67.86
03.	Social Work	8	8	1	12.50
04.	Commerce	2	2	2	100.00
05.	Management Studies	2	2	1	50.00
06.	Physics	15	15	12	80.00
07.	Chemistry	5	5	5	100.00
08.	Library and Info. Science	6	6	6	100.00

M.Phil FT 2014-2015 % of passes

Series4

Tamil	English	Commerce	Social Work	Management Studies	Mathematics	Physics	Chemistry	Library and Info. Science	Computer Science
91.3	71.05	100	90	100	82.61	84.21	75	75	100

M.Phil PT 2013-2015 % of passes

Series4

Tamil	English	Social Work	Commerce	Management Studies	Physics	Chemistry	Library and Info. Science
73.33	67.86	12.5	100	50	80	100	100

18.2 2016

U.G PROGRAMME – 2013 – 2016
Overall Results – Percentage of Passes - April 2016

AIDED SECTION

S.No	Programme	On Roll	Appeared	No. of Passes	Overall % of Passes
01.	B.A. History	32	26	25	96.15
02.	B.A. Economics	48	39	37	94.87
03.	B.A. English	75	75	74	98.67
04.	B.Com.	64	62	58	93.55
05.	B.Sc. Mathematics	68	66	58	87.88
06.	B.Sc. Physics	70	68	59	86.76
07.	B.Sc. Chemistry	67	65	56	86.15
08.	B.Sc. Botany	40	37	31	83.78
09.	B.Sc. Zoology	51	47	38	80.85
10.	B.Sc. Computer Science	67	64	62	96.88

SELF FINANCED SECTION

S.No	Programme	On Roll	Appeared	No. of Passes	Overall % of Passes
01.	B. A. English	66	62	59	95.16
02.	B.Com.	192	167	131	78.44
03.	B.Com. CA	76	72	58	80.56
04.	B.B.A.	114	108	104	96.30
05.	B.Sc. Mathematics	58	57	53	92.98
06.	B.Sc. Physics	63	59	47	79.66
07.	B.Sc. Chemistry	53	50	28	56.00
08.	B.Sc. Computer Science	129	114	89	78.07
09	B.C.A.	188	177	160	90.40
10.	B. Sc. Act. Mathematical Science	53	52	44	84.62
11.	M. Sc. Bioinformatics (Integrated)	7	7	6	85.71

Overall % of Passes UG Aided section 2013-2016

Course	%
B.A. History	96.15
B.A. Economics	94.87
B.A. English	98.67
B.Com.	93.55
B.Sc. Mathematics	87.88
B.Sc. Physics	86.76
B.Sc. Chemistry	86.15
B.Sc. Botany	83.78
B.Sc. Zoology	80.85
B.Sc. Computer Science	96.88

Overall % of Passes UG Self Financed section2013-2016

Course	%
B. A. English	95.16
B.Com.	78.44
B.Com. CA	80.56
B.B.A.	96.3
B.Sc. Mathematics	92.98
B.Sc. Physics	79.66
B.Sc. Chemistry	56
B.Sc. Computer Science	78.07
B.C.A.	90.4
B. Sc. Act. Mathematical Science	84.62
M. Sc. Bioinformatics (Integrated)	85.71
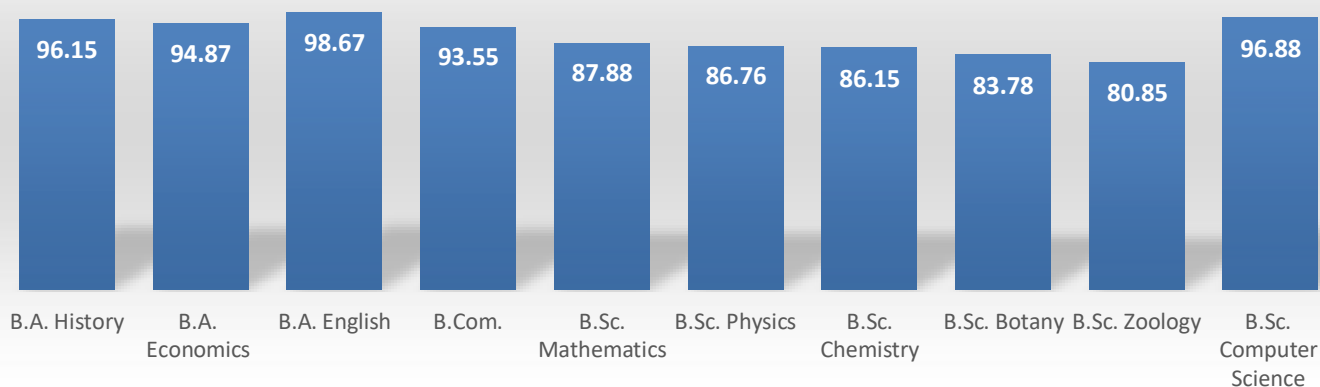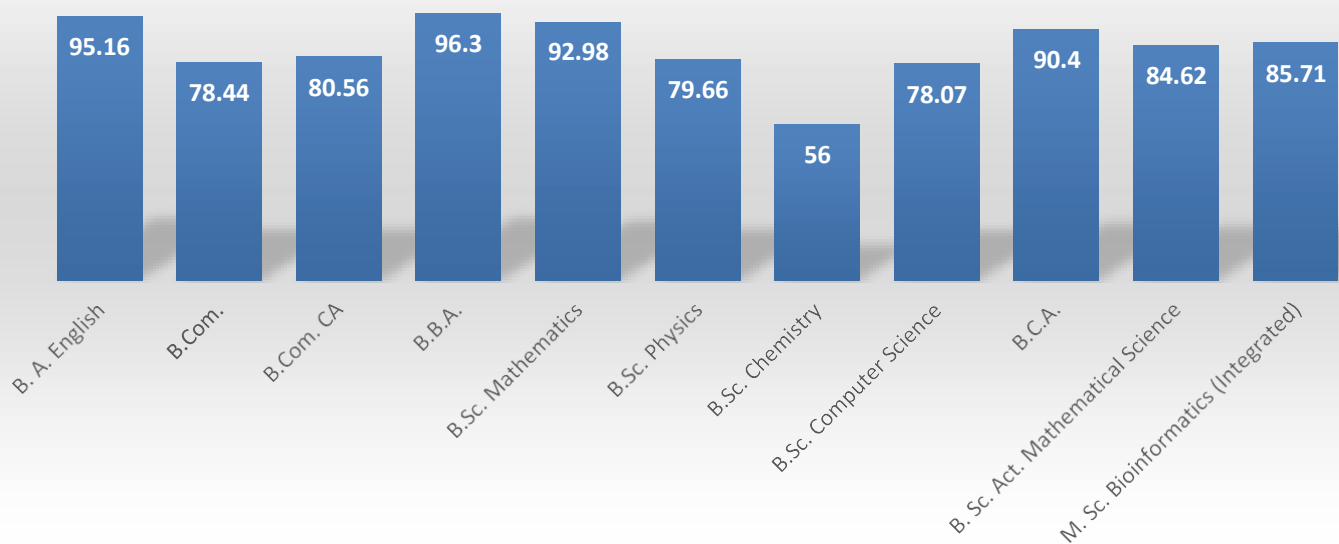
P.G PROGRAMME – 2014 – 2016
Overall Results – Percentage of Passes - April 2016
AIDED SECTION

S.No	Programme	On Roll	Appeared	No. of Passes	Overall % of Passes
01.	M.A. Tamil	9	9	9	100.00
02.	M.A. English	48	48	48	100.00
03.	M.S.W.	24	24	23	95.83
04.	M.Sc. Mathematics	43	43	40	93.02
05.	M.Sc. Chemistry	27	27	21	77.78
06.	M.L.I.S.	33	31	30	96.77
07.	M.Sc. Environmental Sciences	11	11	10	90.91

SELF FINANCED SECTION

S.No	Programme	On Roll	Appeared	No. of Passes	Overall % of Passes
01.	M.A. English	50	49	44	89.80
02.	M. A. History	3	3	3	100
03.	M.S.W.	27	26	25	96.15
04.	M.Com.	56	54	51	94.44
05.	M.B.A.	120	115	108	93.91
06.	M.Sc. Mathematics	69	68	59	86.76
07.	M.Sc. Physics	67	64	52	81.25
08	M.Sc. Chemistry	32	32	19	59.38
09.	M. Sc Botany	10	8	7	87.50
10.	M.Sc. Zoology	20	20	20	100
11	M.Sc. Biotechnology	18	18	18	100
12	M.Sc. Actuarial Science	25	25	20	80
13.	M.Sc. Computer Science	72	70	67	95.71
14.	M.Sc. Information Tech	22	20	19	95.00

2013 – 2016 Batch

S.No	Programme	On Roll	Appeared	No. of Passes	Overall % of Passes
01.	M.C.A.	153	136	118	86.76

OVERALL % OF PASSES PG AIDED SECTION 2014-2016

Program	%
M.A. Tamil	100
M.A. English	100
M.S.W.	95.83
M.Sc. Mathematics	93.02
M.Sc. Chemistry	77.78
M.L.I.S.	96.77
M.Sc. Environmental Sciences	90.91

OVERALL % OF PASSES PG SF SECTION 2014-2016
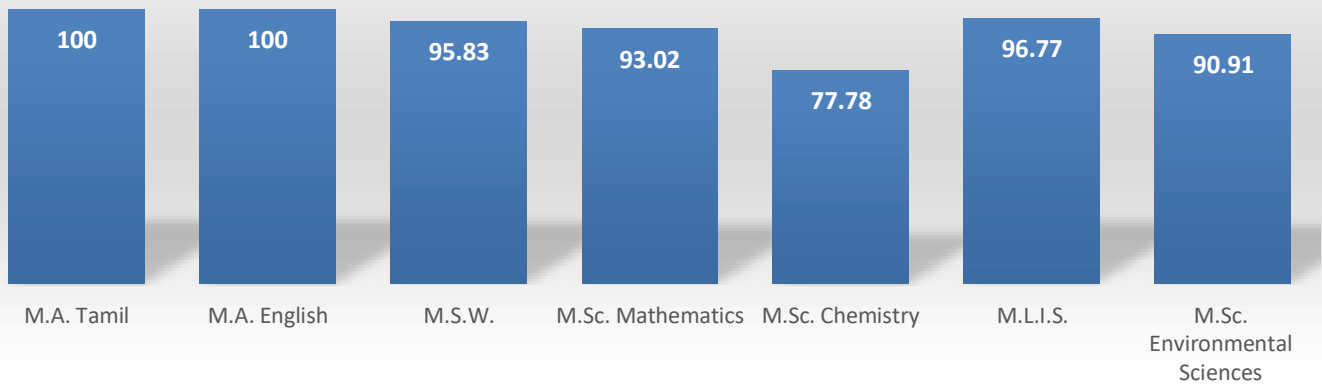
Program	%
M.A. English	89.8
M. A. History	100
M.S.W.	96.15
M.Com.	94.44
M.B.A.	93.91
M.Sc. Mathematics	86.76
M.Sc. Physics	81.25
M.Sc. Chemistry	59.38
M. Sc Botany	87.5
M.Sc. Zoology	100
M.Sc. Biotechnology	100
M.Sc. Actuarial Science	80
M.Sc. Computer Science	95.71
M.Sc. Information Tech	95
M.C.A.	86.76
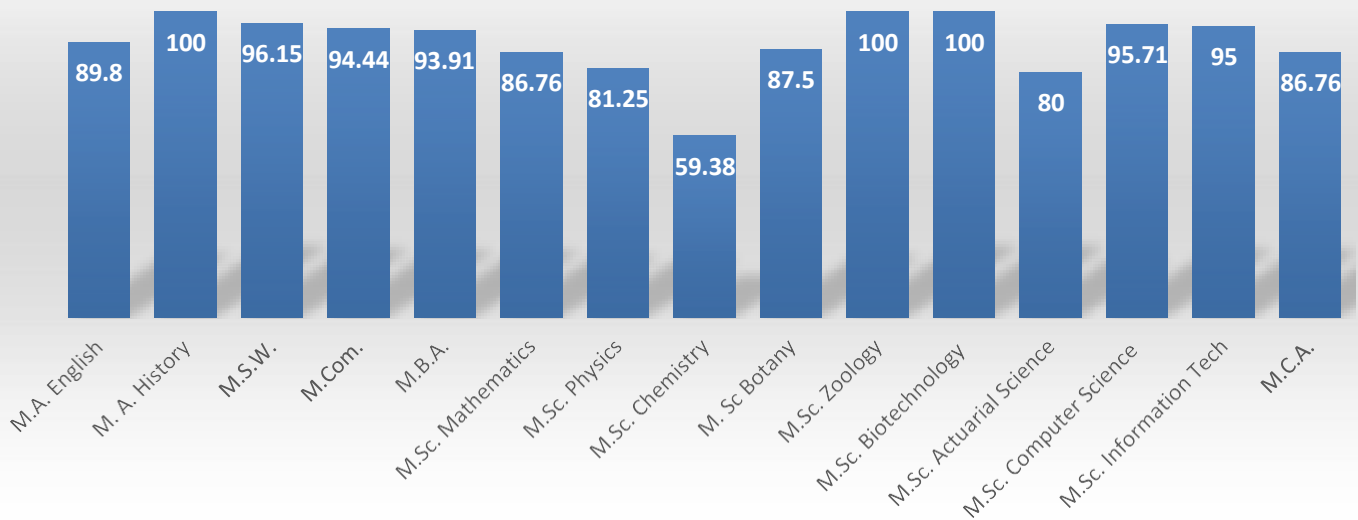
DIPLOMA PROGRAMMES – 2015 – 2016

Overall Results – Percentage of Passes – April 2016

S.No	Programme	On Roll	Appeared	No. of Passes	Overall % of Passes
01.	Diploma in French	11	11	7	63.64
02.	D.A.M.L.T.	44	44	39	88.64
03.	D.B.A.T.	5	5	5	100

S.No	Programme	On Roll	Appeared	No. of Passes	Overall % of Passes
01.	P.G.D.C.	51	51	39	76.47
02.	P.G.D.S.I	45	42	32	76.19
03.	P.G.D.A.S.	2	2	2	100.00

Overall % of passes in Dip. and PG Dip. 2016

Programme	Overall %
Diploma in French	63.64
D.A.M.L.T.	88.64
D.B.A.T.	100
P.G.D.C.	76.47
P.G.D.S.I	76.19
P.G.D.A.S.	100
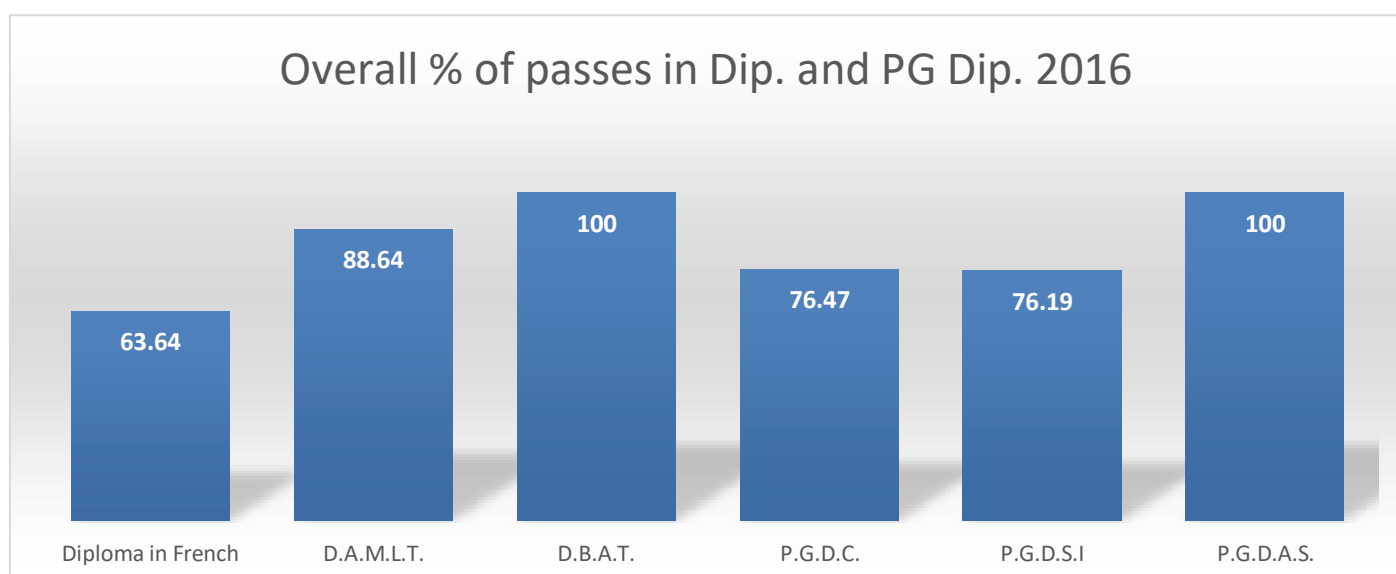
OVERALL PERFORMANCE (2015– 2016 BATCH) – AUGUST 2016

M. Phil. PROGRAMMES (FULL TIME)

SI. NO	Programme	On Roll	Appeared	Over all Pass	Over all % of Passes
01.	Tamil	17	17	14	82.35
02.	English	45	45	36	80.00
03.	Commerce	20	19	18	94.73
04.	Social Work	3	3	3	100.00
05.	Management Studies	8	8	8	100.00
06.	Mathematics	26	26	26	100.00
07.	Physics	10	10	8	80.00
08.	Chemistry	1	1	1	100.00
09.	Library and Info. Science	4	4	2	50.00
10.	Computer Science	37	37	37	100.00

OVERALL PERFORMANCE (2014 – 2016 BATCH) – SEPTEMBER 2016

M. Phil. PROGRAMMES (PART TIME)

SI. NO	Programme	On Roll	Appeared	Over all Pass	Over all % Passes
01.	Tamil	18	18	14	77.78
02.	English	25	25	18	72.00
03.	Social Work	9	9	3	33.33
04.	Commerce	3	3	2	66.67
05.	Management Studies	2	2	2	100.00
06.	Physics	5	5	3	60.00
07.	Chemistrry	9	9	4	44.44
08.	Library and Info. Science	8	7	5	71.42

M.Phil FT 2015-2016 % of passes

Subject	%
Tamil	82.35
English	80
Commerce	94.73
Social Work	100
Management Studies	100
Mathematics	100
Physics	80
Chemistry	100
Library and Info. Science	50
Computer Science	100
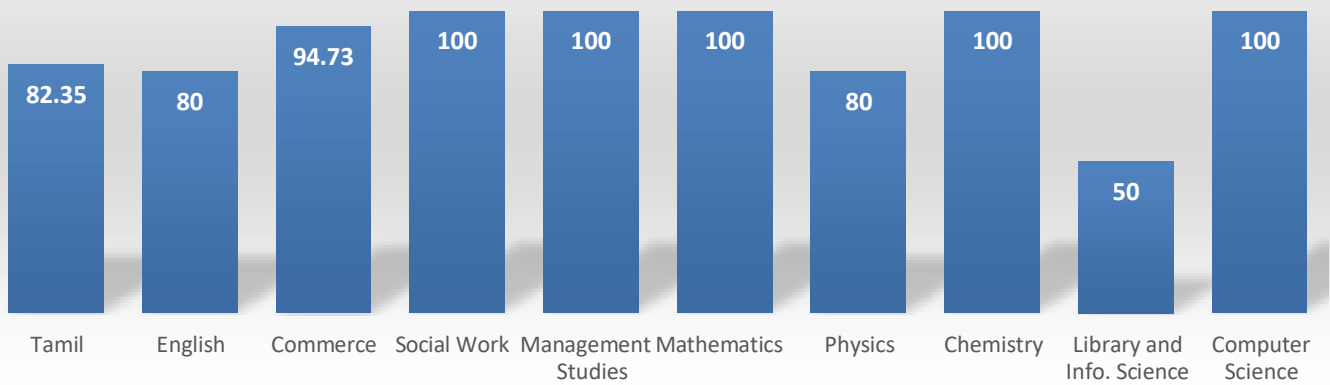
M.Phil PT 2014-2016 % of passes

Subject	%
Tamil	77.78
English	72
Social Work	33.33
Commerce	66.67
Management Studies	100
Physics	60
Chemistrry	44.44
Library and Info. Science	71.42

18.3   2017

U.G PROGRAMME – 2014 – 2017
Overall Results – Percentage of Passes - April 2017

AIDED SECTION

S.No	Programme	On Roll	Appeared	No. of Passes	Overall % of Passes
01.	B.A. History	36	36	31	86.11
02.	B.A. Economics	53	53	47	88.68
03.	B.A. English	78	78	77	98.72
04.	B.Com.	73	73	71	97.26
05.	B.Sc. Mathematics	75	75	75	100
06.	B.Sc. Physics	64	64	62	96.88
07.	B.Sc. Chemistry	72	72	60	83.33
08.	B.Sc. Botany	63	63	59	93.65
09.	B.Sc. Zoology	53	53	41	77.36
10.	B.Sc. Computer Science	67	67	65	97.01

SELF FINANCED SECTION

S.No	Programme	On Roll	Appeared	No. of Passes	Overall % of Passes
01.	B. A. English	72	72	64	88.89
02.	B.Com.	206	206	187	90.78
03.	B.Com. CA	76	76	75	98.68
04.	B.B.A.	143	143	128	89.51
05.	B.Sc. Mathematics	122	122	118	96.72
06.	B.Sc. Physics	66	66	59	89.39
07.	B.Sc. Chemistry	67	67	48	71.64
08.	B.Sc. Computer Science	138	138	120	86.96
09	B.C.A.	200	200	174	87
10.	B. Sc. Act. Mathematical Science	44	44	38	86.36
11.	M. Sc. Bioinformatics (Integrated)	59	59	55	93.22

Overall % of Passes UG Aided section 2014-2017

Course	%
B.A. History	86.11
B.A. Economics	88.68
B.A. English	98.72
B.Com.	97.26
B.Sc. Mathematics	100
B.Sc. Physics	96.88
B.Sc. Chemistry	83.33
B.Sc. Botany	93.65
B.Sc. Zoology	77.36
B.Sc. Computer Science	97.01

Overall % of Passes UG Self Financed section2014-2017

Course	%
B. A. English	88.89
B.Com.	90.78
B.Com. CA	98.68
B.B.A.	89.51
B.Sc. Mathematics	96.72
B.Sc. Physics	89.39
B.Sc. Chemistry	71.64
B.Sc. Computer Science	86.96
B.C.A.	87
B. Sc. Act. Mathematical Science	86.36
M. Sc. Bioinformatics (Integrated)	93.22

AIDED SECTION

S.No	Programme	On Roll	Appeared	No. of Passes	Overall % of Passes
01.	M.A. Tamil	17	17	17	100
02.	M.A. English	35	35	35	100
03.	M.S.W.	29	29	26	89.70
04.	M.Sc. Mathematics	36	36	32	88.89
05.	M.Sc. Chemistry	21	21	20	95.24
06.	M.L.I.S.	19	19	18	94.74
07.	M.Sc. Environmental Sciences	6	6	6	100

SELF FINANCED SECTION

S.No	Programme	On Roll	Appeared	No. of Passes	Overall % of Passes
01.	M.A. English	42	42	41	97.62
02.	M. A. History	05	05	05	100
03.	M.S.W.	21	21	19	90.47
04.	M.Com.	51	51	48	94.12
05.	M.B.A.	125	125	115	92.00
06.	M.Sc. Mathematics	74	74	63	85.14
07.	M.Sc. Physics	42	42	29	69.05
08	M.Sc. Chemistry	25	25	18	64.29
09.	M. Sc Botany	10	10	10	100
10.	M.Sc. Zoology	15	15	15	100
11	M.Sc. Biotechnology	10	10	10	100
12	M.Sc. Actuarial Science	12	12	08	66.67
13.	M.Sc. Computer Science	94	94	85	90.43
14.	M.Sc. Information Tech	23	23	23	100

2014 – 2017 Batch

S.No	Programme	On Roll	Appeared	No. of Passes	Overall % of Passes
01.	M.C.A.	149	149	137	91.95

Overall % of passes PG Aided section 2015 - 2017

Programme	%
M.A. Tamil	100
M.A. English	100
M.S.W.	89.7
M.Sc. Mathematics	88.89
M.Sc. Chemistry	95.24
M.L.I.S.	94.74
M.Sc. Environmental Sciences	100

OVERALL % OF PASSES PG SF SECTION 2015-2017

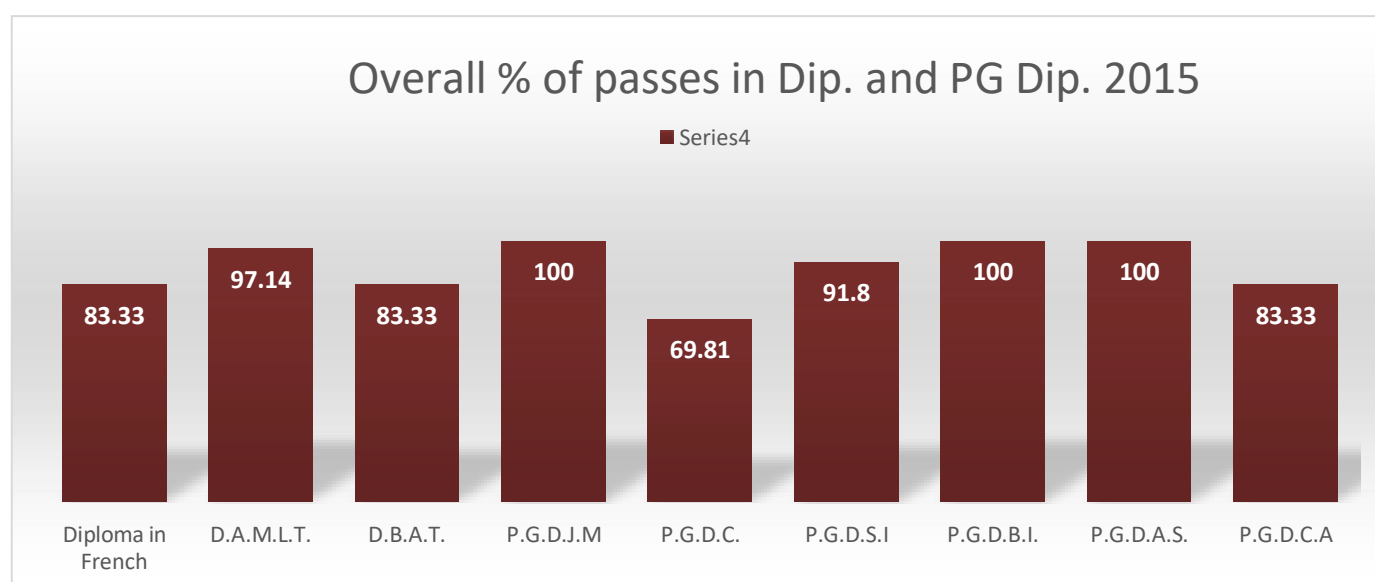| Programme	%
M.A. English	97.62
M. A. History	100
M.S.W.	90.47
M.Com.	94.12
M.B.A.	92
M.Sc. Mathematics	85.14
M.Sc. Physics	69.05
M.Sc. Chemistry	64.29
M. Sc Botany	100
M.Sc. Zoology	100
M.Sc. Biotechnology	100
M.Sc. Actuarial Science	66.67
M.Sc. Computer Science	90.43
M.Sc. Information Tech	100
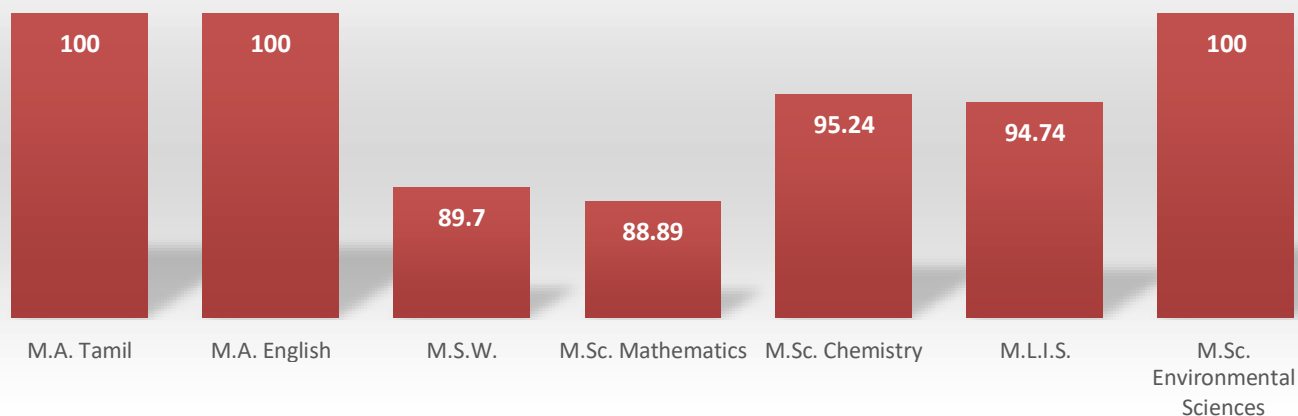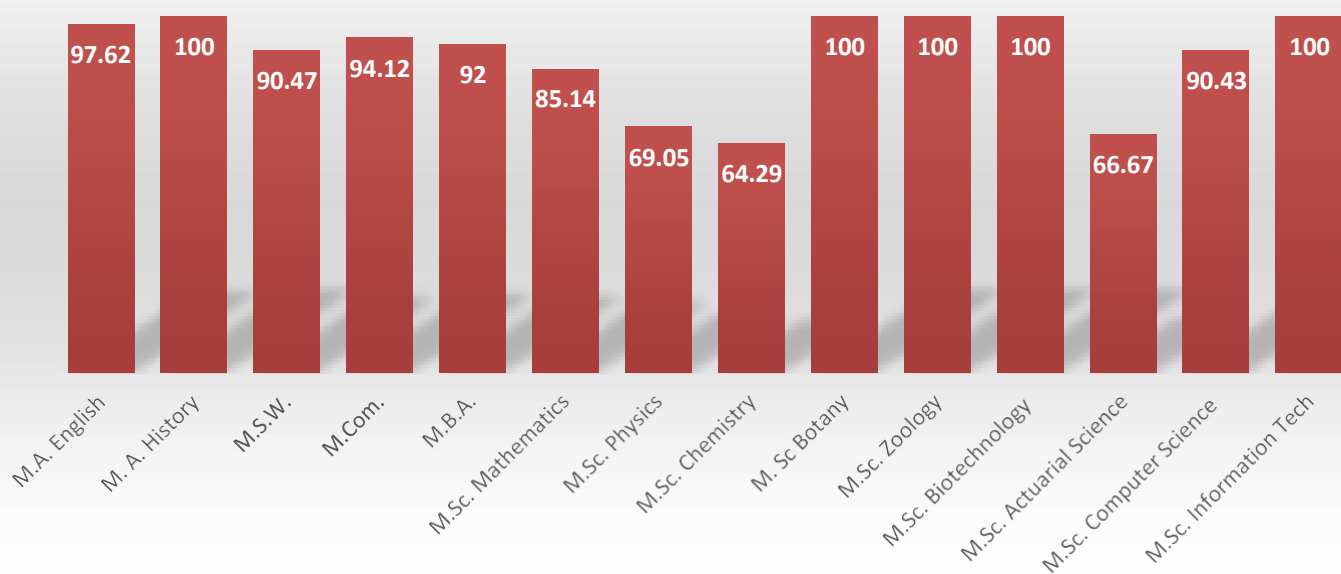
DIPLOMA PROGRAMMES – 2016 – 2017

Overall Results – Percentage of Passes – April 2017

S.No	Programme	On Roll	Appeared	No. of Passes	Overall % of Passes
01.	D.A.M.L.T.	36	36	31	81.11
02.	D.B.A.T.	17	17	17	100

S.No	Programme	On Roll	Appeared	No. of Passes	Overall % of Passes
01.	P.G.D.C.	54	54	45	83.33
02.	P.G.D.S.I	65	65	41	63.08
03.	P.G.D.A.S.	6	6	06	100

Overall % of passes in Dip. and PG Dip. 2017

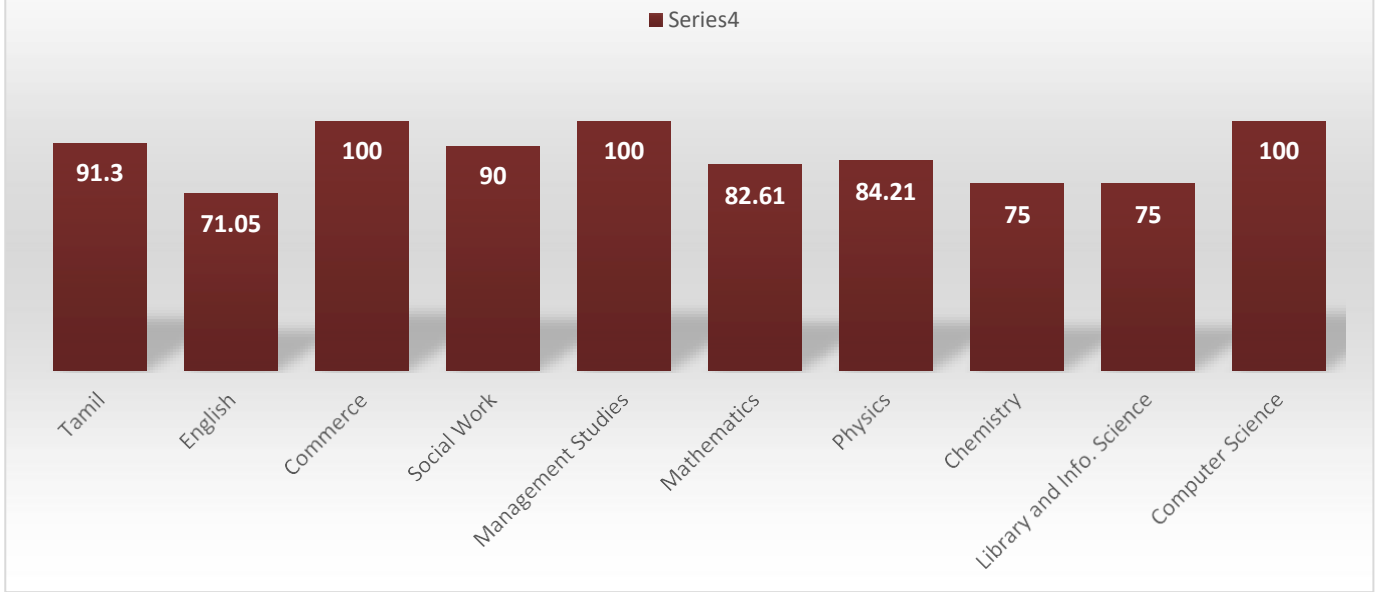| D.A.M.L.T.	D.B.A.T.	P.G.D.C.	P.G.D.S.I	P.G.D.A.S.
81.11	100	83.33	63.08	100
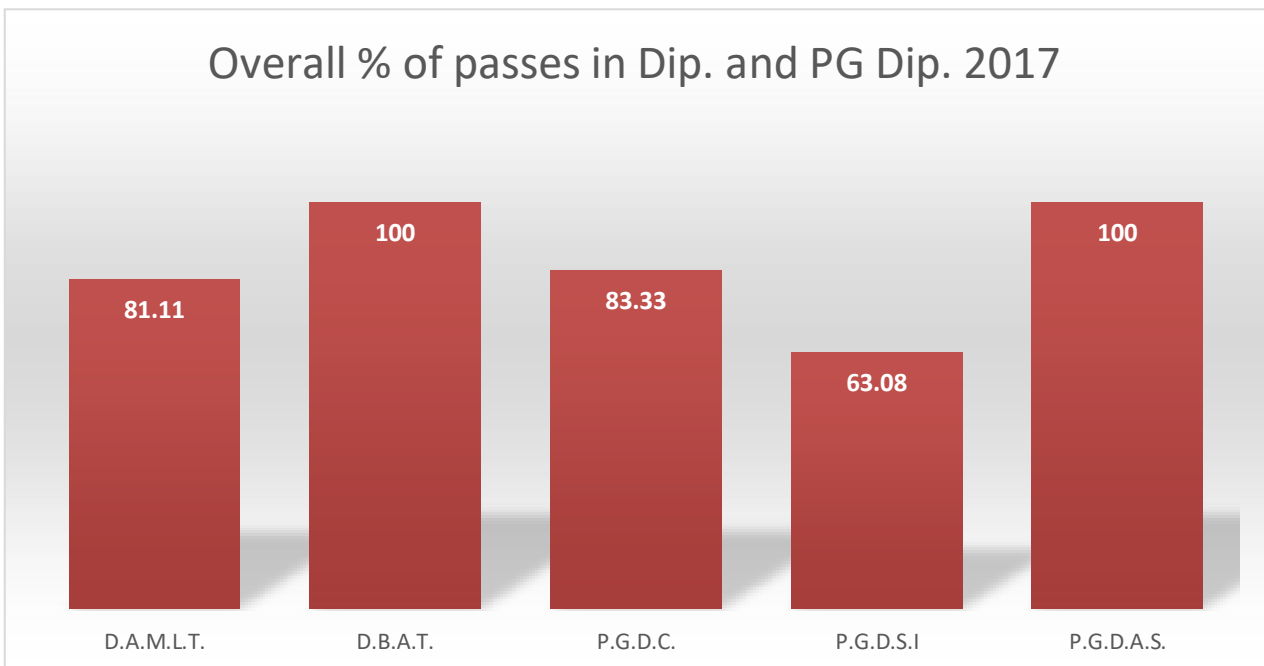
OVERALL PERFORMANCE (2016– 2017 BATCH) – AUGUST 2017

M. Phil. PROGRAMMES (FULL TIME)

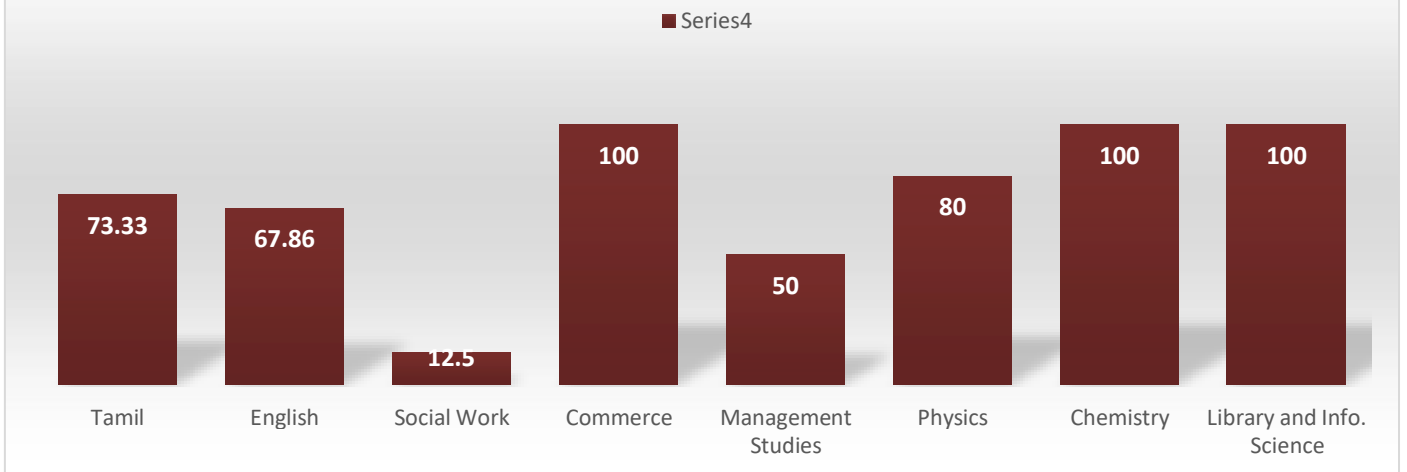| SI. NO	Programme	On Roll	Appeared	Over all Pass	Over all % of Passes
01.	Tamil	10	10	08	80.00
02.	English	55	55	48	87.27
03.	Commerce	13	13	12	92.30
04.	Social Work	02	02	2	100
05.	Management Studies	11	11	11	100
06.	Mathematics	26	26	24	92.31
07.	Physics	10	10	09	90
08.	Chemistry	04	04	04	100
09.	Library and Info. Science	09	09	05	55.56
10.	Computer Science	16	16	15	93.75

OVERALL PERFORMANCE (2015 – 2017 BATCH) – SEPTEMBER 2017

M. Phil. PROGRAMMES (PART TIME)

SI. NO	Programme	On Roll	Appeared	Over all Pass	Over all % Passes
01.	Tamil	23	23	14	60.87
02.	Social Work	05	05	05	100
03.	Commerce	15	15	08	53.33
04.	Management Studies	06	06	04	66.67
05.	Physics	09	09	07	77.78
06.	Chemistrry	10	10	07	70.00
07.	Library and Info. Science	06	06	04	66.67

M.Phil FT 2016-2017 % of passes

Department	%
Tamil	80
English	87.27
Commerce	92.3
Social Work	100
Management Studies	100
Mathematics	92.31
Physics	90
Chemistry	100
Library and Info. Science	55.56
Computer Science	93.75
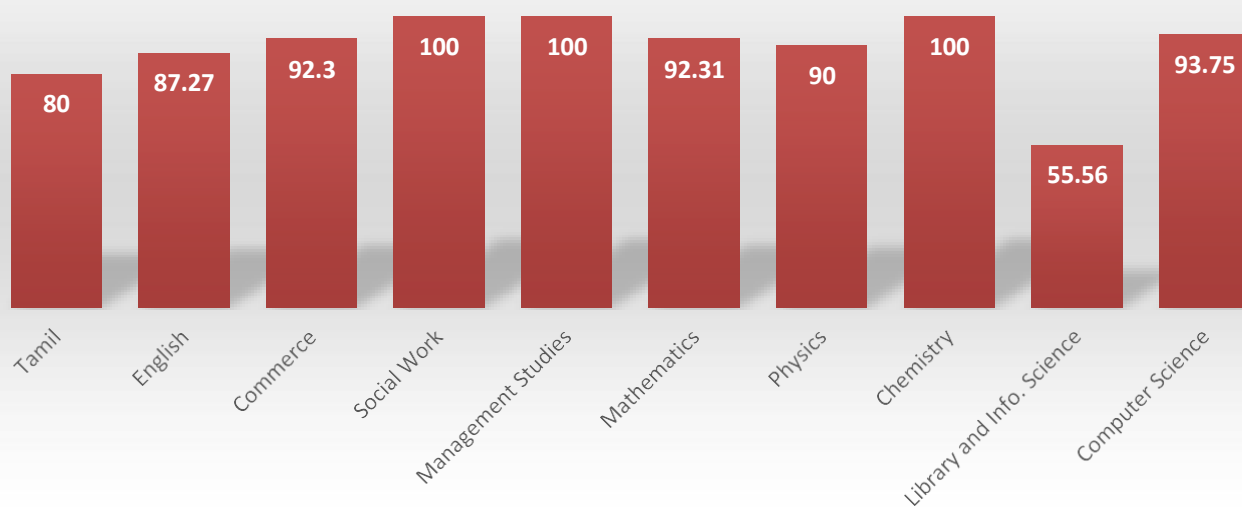
M.Phil PT 2015-2017 % of passes

Department	%
Tamil	60.87
Social Work	100
Commerce	53.33
Management Studies	66.67
Physics	77.78
Chemistrry	70
Library and Info. Science	66.67
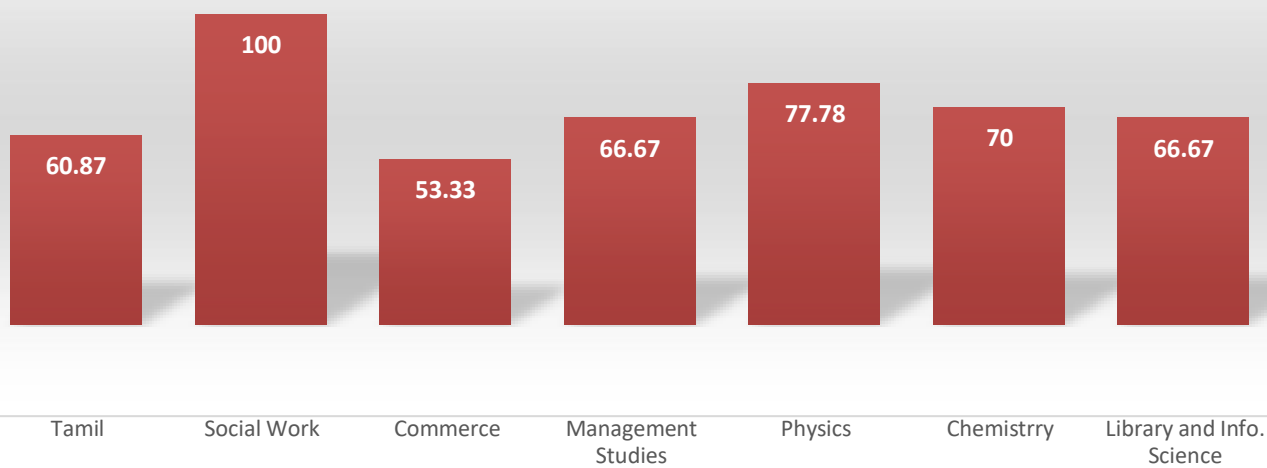
18.4   2018

U.G PROGRAMME – 2015 – 2018
Overall Results – Percentage of Passes - April 2018

AIDED SECTION

S.No	Programme	On Roll	Appeared	No. of Passes	Overall % of Passes
01.	B.A. History	44	44	38	86.36
02.	B.A. Economics	40	40	35	87.50
03.	B.A. English	74	74	66	89.19
04.	B.Com.	68	68	64	84.12
05.	B.Sc. Mathematics	70	70	68	97.14
06.	B.Sc. Physics	70	70	65	92.86
07.	B.Sc. Chemistry	61	61	59	96.72
08.	B.Sc. Botany	64	64	52	81.25
09.	B.Sc. Zoology	49	49	44	89.80
10.	B.Sc. Computer Science	68	68	63	92.65

SELF FINANCED SECTION

S.No	Programme	On Roll	Appeared	No. of Passes	Overall % of Passes
01.	B. A. English	59	59	58	98.31
02.	B.Com.	222	222	191	86.04
03.	B.Com. CA	62	62	61	98.39
04.	B.B.A.	152	152	141	92.76
05.	B.Sc. Mathematics	178	178	162	91.01
06.	B.Sc. Physics	71	71	66	92.96
07.	B.Sc. Chemistry	73	73	59	80.82
08.	B.Sc. Computer Science	169	169	151	89.35
09	B.C.A.	211	211	191	90.52
10.	B. Sc. Act. Mathematical Science	64	64	62	96.88
11.	B.Voc Info. Tech	25	25	23	92.00
12	B.Voc Info. Tech	36	36	31	86.11

Overall % of Passes UG Aided section 2015-2018

Course	%
B.A. History	86.36
B.A. Economics	87.5
B.A. English	89.19
B.Com.	84.12
B.Sc. Mathematics	97.14
B.Sc. Physics	92.86
B.Sc. Chemistry	96.72
B.Sc. Botany	81.25
B.Sc. Zoology	89.8
B.Sc. Computer Science	92.65

Overall % of Passes UG Self Financed section2015-2018

Course	%
B. A. English	98.31
B.Com.	86.04
B.Com. CA	98.39
B.B.A.	92.76
B.Sc. Mathematics	91.01
B.Sc. Physics	92.96
B.Sc. Chemistry	80.82
B.Sc. Computer Science	89.35
B.C.A.	90.52
B. Sc. Act. Mathematical...	96.88
B.Voc Info. Tech	92
B.Voc Info. Tech	86.11
M.SC Bio Inf. (Int)	91
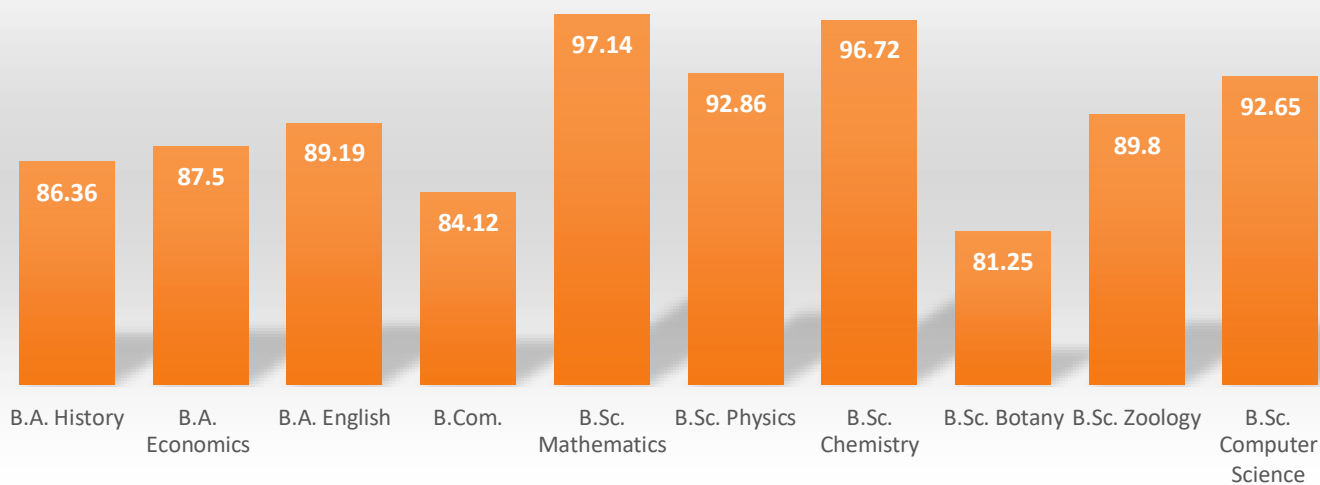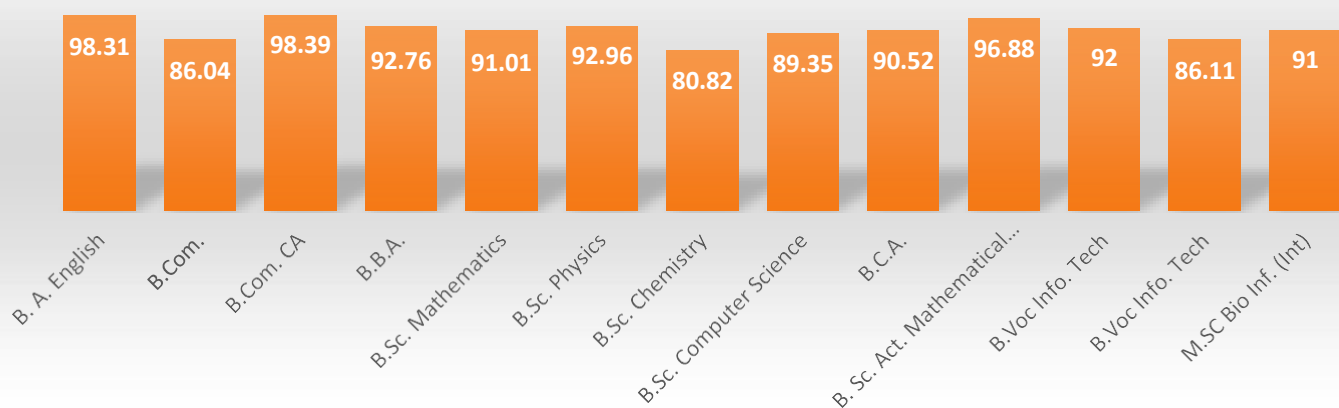
P.G PROGRAMME – 2016 – 2018
Overall Results – Percentage of Passes - April 2018
AIDED SECTION

S.No	Programme	On Roll	Appeared	No. of Passes	Overall % of Passes
01.	M.A. Tamil	13	13	12	92.31
02.	M.A. English	46	46	46	100
03.	M.S.W.	24	24	24	100
04.	M.Sc. Mathematics	38	38	34	89.47
05.	M.Sc. Chemistry	23	23	23	100
06.	M.L.I.S.	04	04	04	100
07.	M.Sc. Environmental Sciences	20	20	18	90

SELF FINANCED SECTION

S.No	Programme	On Roll	Appeared	No. of Passes	Overall % of Passes
01.	M.A. English	46	46	46	100
02.	M. A. History	04	04	04	100
03.	M.S.W.	25	25	25	100
04.	M.Com.	35	35	34	97.14
05.	M.B.A.	125	125	118	94.40
06.	M.Sc. Mathematics	79	79	69	87.34
07.	M.Sc. Physics	65	65	53	81.54
08	M.Sc. Chemistry	30	30	27	90
09.	M. Sc Botany	20	20	19	100
10.	M.Sc. Zoology	19	19	19	95
11	M.Sc. Biotechnology	10	10	10	100
12	M.Sc. Actuarial Science	43	43	39	90.70
13.	M.Sc. Computer Science	86	86	80	93.02
14.	M.Sc. Information Tech	14	14	12	85.71
15	M. Sc Bioinformatics (Int)	03	03	03	100

2015 – 2018 Batch

S.No	Programme	On Roll	Appeared	No. of Passes	Overall % of Passes
01.	M.C.A.	103	103	96	93.20

Overall % of passes PG Aided section 2016 - 2018
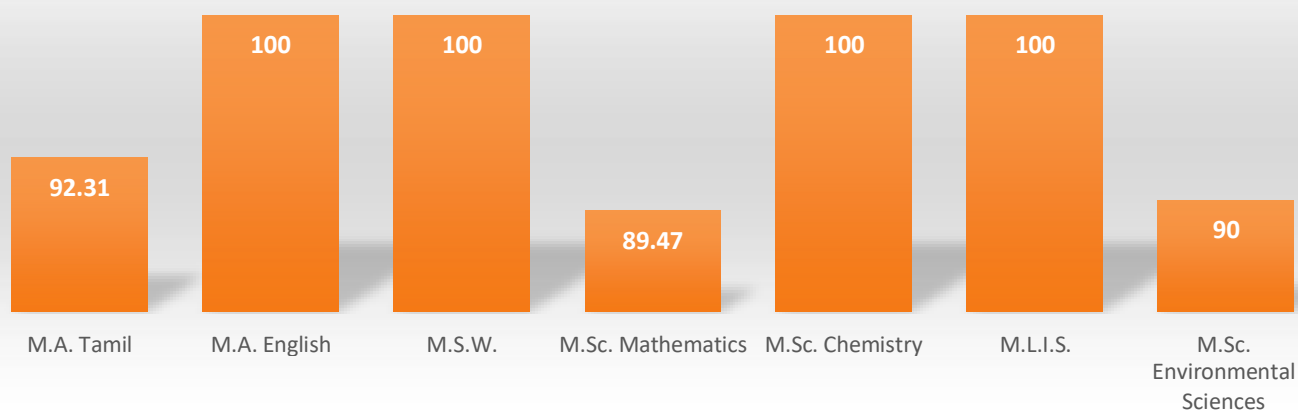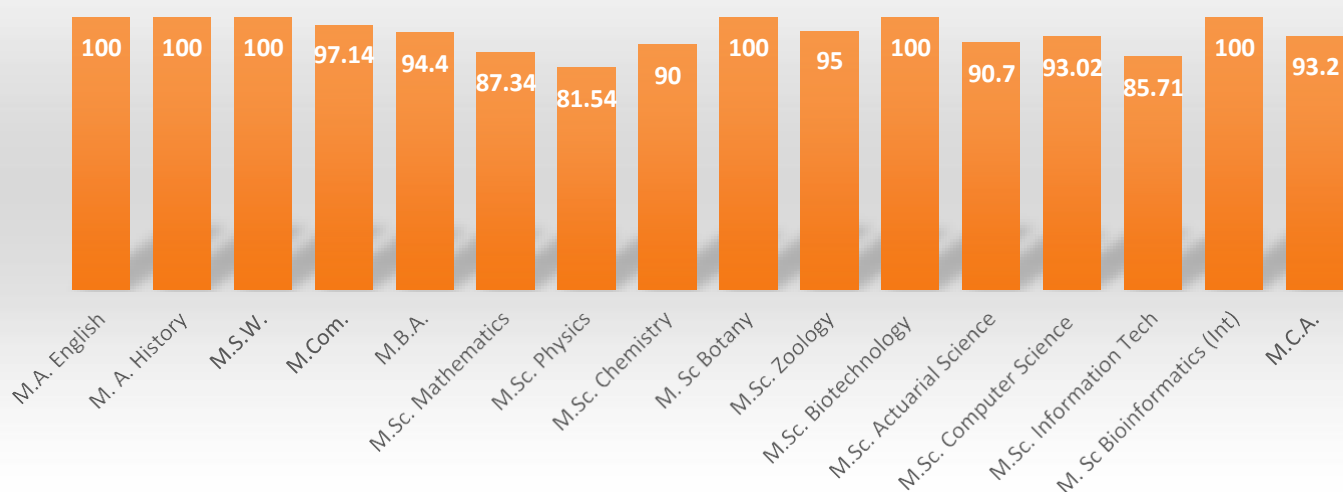
Programme	%
M.A. Tamil	92.31
M.A. English	100
M.S.W.	100
M.Sc. Mathematics	89.47
M.Sc. Chemistry	100
M.L.I.S.	100
M.Sc. Environmental Sciences	90

OVERALL % OF PASSES PG SF SECTION 2016-2018

Programme	%
M.A. English	100
M. A. History	100
M.S.W.	100
M.Com.	97.14
M.B.A.	94.4
M.Sc. Mathematics	87.34
M.Sc. Physics	81.54
M.Sc. Chemistry	90
M.Sc Botany	100
M.Sc. Zoology	95
M.Sc. Biotechnology	100
M.Sc. Actuarial Science	90.7
M.Sc. Computer Science	93.02
M.Sc. Information Tech	85.71
M. Sc Bioinformatics (Int)	100
M.C.A.	93.2

S.No	Programme	On Roll	Appeared	No. of Passes	Overall % of Passes
01.	D.A.M.L.T.	45	45	36	80.00
02.	D.B.A.T.	63	63	55	87.30

S.No	Programme	On Roll	Appeared	No. of Passes	Overall % of Passes
01.	P.G.D.C.	60	60	57	95.00
02.	P.G.D.S.I	70	70	68	97.14
03.	P.G.D.A.S.	01	01	01	100.00
04	P.G.D.I.S	12	12	10	83..33
05	P.G.D.B.I	31	31	27	87.09

Overall % of passes in Dip. and PG Dip. 2018

D.A.M.L.T.	D.B.A.T.	P.G.D.C.	P.G.D.S.I	P.G.D.A.S.	P.G.D.I.S	P.G.D.B.I
80	87.3	95	97.14	100	83.33	87.09
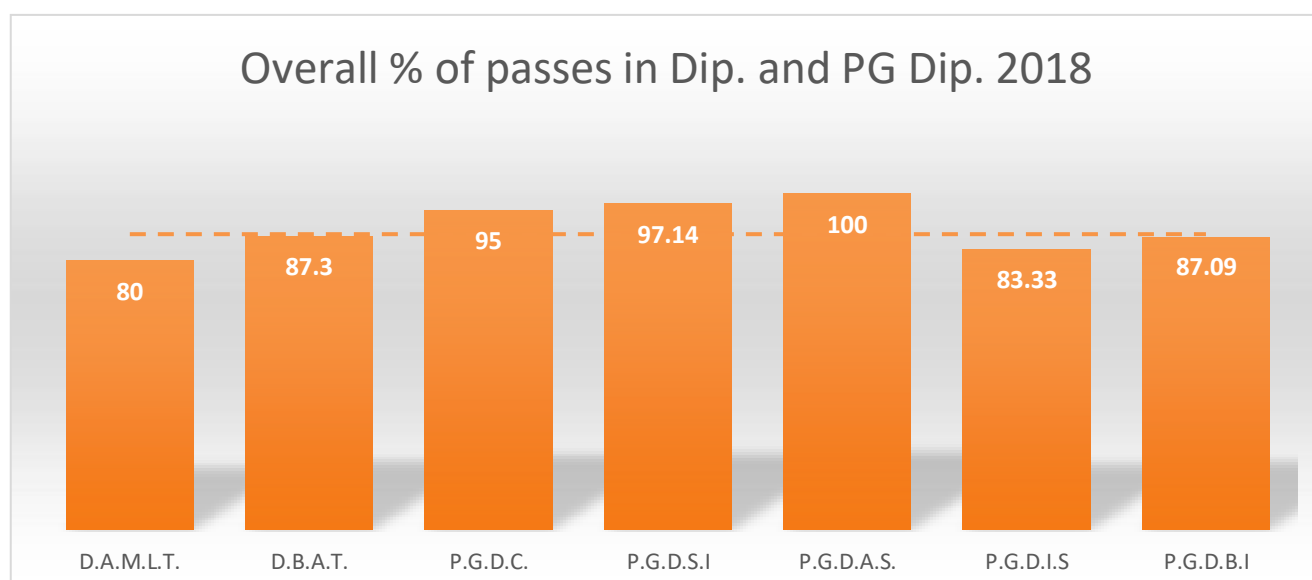
OVERALL PERFORMANCE (2017– 2018 BATCH) – AUGUST 2018

M. Phil. PROGRAMMES (FULL TIME)

Sl. NO	Programme	On Roll	Appeared	Over all Pass	Over all % of Passes
01.	Tamil	14	14	13	92.85
02.	English	45	45	40	88.88
03.	Commerce	2	2	2	100
04.	Social Work	3	3	3	100
05.	Business Administration	10	10	10	100
06.	Mathematics	21	21	18	85.71
07.	Physics	7	7	6	85.71
08.	Chemistry	3	3	3	100
09.	Library and Info. Science	5	5	4	80.00
10.	Computer Science	17	17	16	94.18

OVERALL PERFORMANCE (2016 – 2018 BATCH) – MAY 2018

M. Phil. PROGRAMMES (PART TIME)

Sl. NO	Programme	On Roll	Appeared	Over all Pass	Over all % Passes
01.	Tamil	12	12	08	66.67
02.	Social Work	05	05	-	-
03.	Commerce	01	01	01	100
04.	Business Administration	04	04	04	100
05.	Physics	03	03	02	66.67
06.	Chemistry	04	04	02	50
07.	Library and Info. Science	03	03	-	-

M.Phil FT 2017-2018 % of passes

Department	% of passes
Tamil	92.85
English	88.88
Commerce	100
Social Work	100
Business Administration	100
Mathematics	85.71
Physics	85.71
Chemistry	100
Library and Info. Science	80
Computer Science	94.18
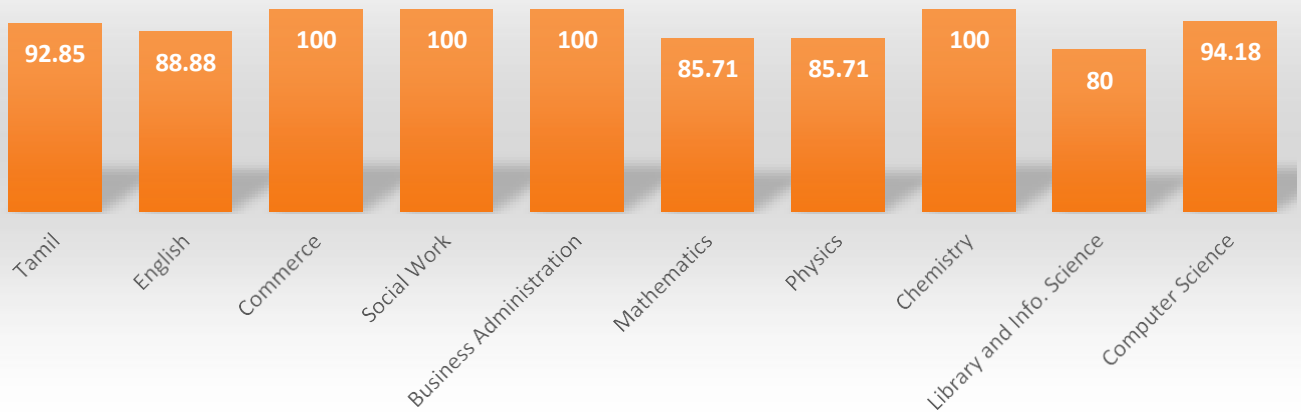
M.Phil PT 2016-2018% of passes

Department	% of passes
Tamil	66.67
Social Work	0
Commerce	100
Business Administration	100
Physics	66.67
Chemistry	50
Library and Info. Science	0
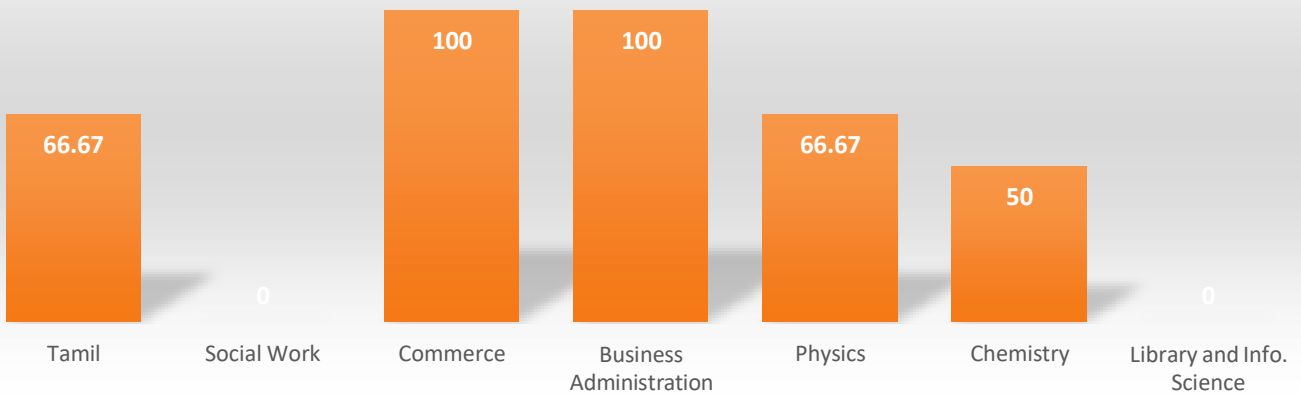
18.5   2019

Percentage of Passes - Passed out in April 2019

(a) UG – 2016-2019 - AIDED SECTION

S.No	Programme	On Roll	Appeared	No. of Passes	Overall % of Passes
1.	B.A. History	50	45	36	80.00
2.	B.A. Economics	55	49	41	83.67
3.	B.A. English	59	58	54	93.10
4.	B.Com	85	82	79	96.34
5.	B.Sc. Mathematics	66	66	66	100.00
6.	B.Sc. Physics	73	71	70	98.59
7.	B.Sc. Chemistry	73	72	65	90.28
8.	B.Sc. Botany	65	60	59	98.33
9.	B.Sc. Zoology	58	55	41	74.55
10.	B.Sc. Computer Science	78	77	73	94.81

(b) UG - 2016-2019 - SELF FINANCED SECTION

S.No	Programme	On Roll	Appeared	No. of Passes	Overall % of Passes
1.	B.A. English	112	105	100	95.24
2.	B.Com	325	312	267	85.58
3.	B.Com. CA	77	76	66	86.84
4.	B.B.A	178	167	156	93.41
5.	B.Sc. Mathematics	198	196	190	96.94
6.	B.Sc. Physics	75	74	68	91.89
7.	B.Sc. Chemistry	73	73	65	89.04
8.	B.Sc. Computer Science	289	278	244	87.77
9.	B.C.A	241	231	217	93.94
10	B.Sc Biotechnology	57	53	50	94.34
11.	B.Sc. Act.Mathematical Science	64	64	59	92.19
12.	B.Voc (Info.Tech)	40	33	26	78.79
13.	B.Voc (Acctg&Taxation)	49	45	43	95.56
	M.Sc. Bio Inf. (Int)	58	54	50	92

(c) Integrated Programme

S.No	UG Programmes	On Roll	Appeared	Left in UG	Continuing PG
1	B.Sc Bioinformatics (Integrated)	58	54	29	25

Overall % of Passes UG Aided section 2016-2019

Course	%
B.A. History	80
B.A. Economics	83.67
B.A. English	93.1
B.Com	96.34
B.Sc. Mathematics	100
B.Sc. Physics	98.59
B.Sc. Chemistry	90.28
B.Sc. Botany	98.33
B.Sc. Zoology	74.55
B.Sc. Computer Science	94.81

Overall % of Passes UG Self Financed section2016-2019

Course	%
B.A. English	95.24
B.Com	85.58
B.Com. CA	86.84
B.B.A	93.41
B.Sc. Mathematics	96.94
B.Sc. Physics	91.89
B.Sc. Chemistry	89.04
B.Sc. Computer Science	87.77
B.C.A	93.94
B.Sc Biotechnology	94.34
B.Sc. Act.Mathematical Science	92.19
B.Voc (Info.Tech)	78.79
B.Voc (Acctg&Taxation)	95.56
M.Sc. Bio Inf. (Int)	92

(d) PG - 2017-2019 - AIDED SECTION

S.No	Programme	On Roll	Appeared	No. of Passes	Overall % of Passes
1.	M.A. Tamil	17	15	15	100.00
2.	M.A. English	42	41	40	97.56
3.	M.S.W	32	28	28	100.00
4.	M.Sc. Mathematics	44	43	43	100.00
5.	M.Sc. Chemistry	33	30	29	96.67
6.	M.L.I.S	27	21	21	100.00
7.	M.Sc. Environmental Sciences	10	08	08	100.00

(e) PG - 2017-2019 - SELF FINANCED SECTION

S.No	Programme	On Roll	Appeared	No. of Passes	Overall % of Passes
1.	M.A. English	57	54	53	98.15
2.	M.A. History	15	13	13	100.00
3.	M.S.W	31	28	26	92.86
4.	M.Com.	46	45	45	100.00
5.	M.B.A	132	126	120	95.24
6.	M.Sc. Mathematics	91	87	76	87.36
7.	M.Sc. Physics	71	70	61	87.14
8.	M.Sc. Chemistry	34	31	28	90.32
9.	M.Sc. Botany	33	33	33	100.00
10.	M.Sc. Zoology	23	23	23	100.00
11.	M.Sc. Biotechnology	32	32	32	100.00
12.	M.Sc. Actuarial Science	25	23	17	73.91
13.	M.Sc Computer Science	113	104	99	95.19
14.	M.Sc. Information Tech	32	27	27	100.00

(f) INTEGRATED PROGRAMME 2014 – 2021 Batch

S.No	Programme	On Roll	Appeared	No. of Passes	Overall % of Passes
1.	M.Sc. Bioinformatics(Integ) (2014-2019)	32	32	29	87.5

(g) MCA -2016 – 2019 Batch

S.No	Programme	On Roll	Appeared	No. of Passes	Overall % of Passes
1.	M.C.A	141	135	128	94.81

Overall % of passes PG Aided section 2017 - 2019
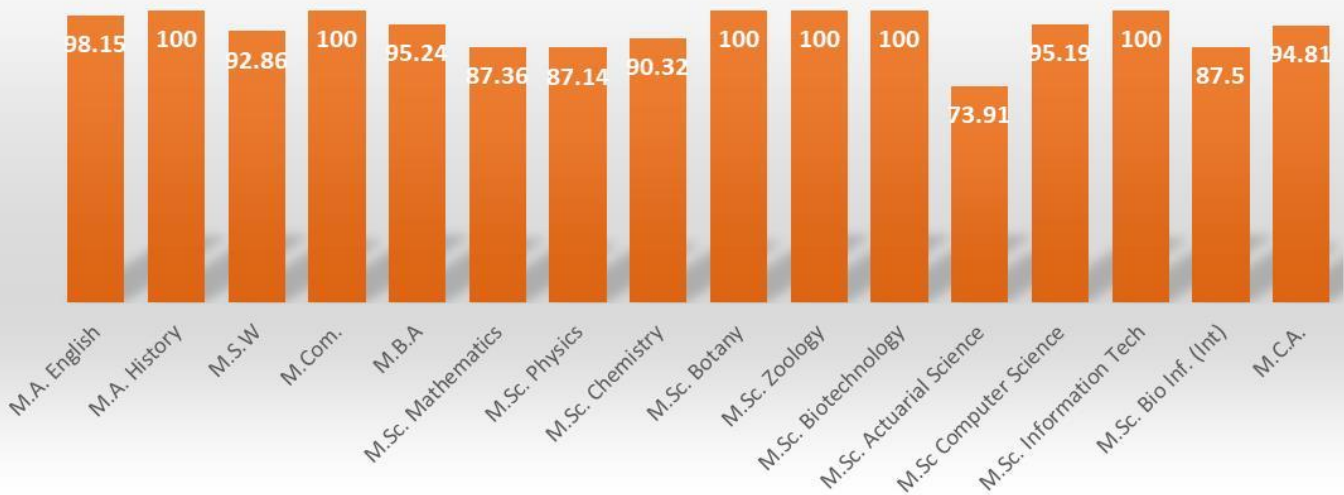
Course	%
M.A. Tamil	100
M.A. English	97.56
M.S.W	100
M.Sc. Mathematics	100
M.Sc. Chemistry	96.67
M.L.I.S	100
M.Sc. Environmental Sciences	100

OVERALL % OF PASSES PG SF SECTION 2016-2018

Course	%
M.A. English	98.15
M.A. History	100
M.S.W	92.86
M.Com.	100
M.B.A	95.24
M.Sc. Mathematics	87.36
M.Sc. Physics	87.14
M.Sc. Chemistry	90.32
M.Sc. Botany	100
M.Sc. Zoology	100
M.Sc. Biotechnology	100
M.Sc. Actuarial Science	73.91
M.Sc Computer Science	95.19
M.Sc. Information Tech	100
M.Sc. Bio Inf. (Int)	87.5
M.C.A.	94.81

(h) PG DIPLOMA PROGRAMMES (2018-2019)

S.No	Programme	On Roll	Appeared	No. of Passes	Overall % of Passes
1.	**P.G.D.M.C.J** (Post Graduate Diploma in Mass Communication and Journalism)	19	19	12	63.18
2.	**P.G.D.C** (Post Graduate Diploma in Communication)	64	64	56	87.05
3.	**P.G.D.S.I** (Post Graduate Diploma in Scientific Interfacing)	73	73	67	91.78
4.	**P.G.D.C.A** (Post Graduate Diploma in Computer Application)	06	06	05	83.33
5.	**P.G.D.I.S** (Post Graduate Diploma in Industrial Safety)	18	18	15	83.33
6.	**P.G.D.B.I** (Post Graduate Diploma in Bioinformatics)	19	19	19	100.00

(i) DIPLOMA PROGRAMMES (2018-2019)

S.No	Programme	On Roll	Appeared	No. of Passes	Overall % of Passes
1.	**D.E.C.S** (Diploma in English Communication Skills)	34	34	30	88.24
2.	**D.T.T.M** (Diploma in Tourism and Travel Management)	54	54	39	72.22
3.	**D.A.M.L.T** (Diploma in Advanced Medical Lab Technology)	33	33	33	100.00
4.	**D.B.A.T** (Diploma in Bioanalytical Techniques)	58	58	35	60.34

Overall % of passes in PG Dip. and Dip. 2019
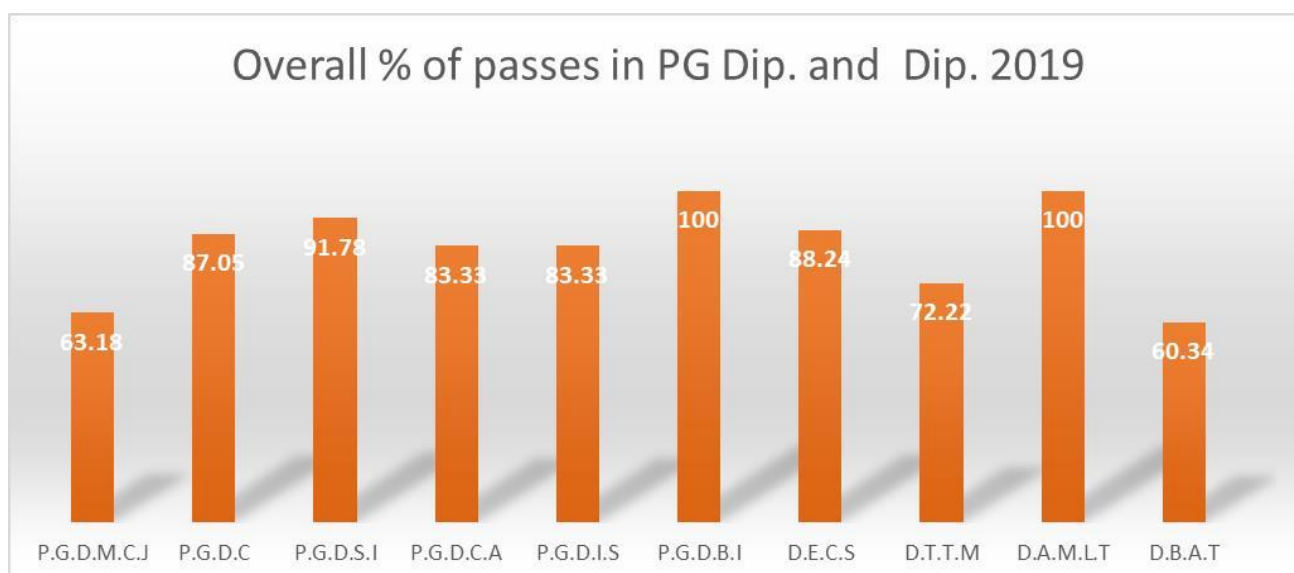
OVERALL PERFORMANCE (2018-2019) – PASSED OUT IN 2019

M.Phil. PROGRAMMES (FULL TIME)

S.No	Programme	On Roll	Appeared	Re-Appear	Over all Pass	Over all %
1.	Tamil	9	9	1	8	88.89
2.	English	32	32	-	32	100.00
3.	Commerce	9	9	1	8	88.89
4.	Social Work	5	5	2	3	60.00
5.	Business Administration	8	8	-	8	100.00
6.	Mathematics	12	12	-	12	100.00
7.	Physics	11	11	-	11	100.00
8.	Chemistry	5	5	1	4	80.00
9.	Library and Inf.Sc	4	4	-	4	100.00
10.	Computer Science	10	10	2	8	80.00

OVERALL PERFORMANCE (2017-2019) – PASSED OUT IN 2019

M.Phil. PROGRAMMES (PART TIME)

S.No	Programme	Appeared	I Class with Distinction	I Class	II Class	Re-Appear	Over all Pass	Over all %
1.	Tamil	15	10	-	-	5	10	66.67
2.	Commerce	1	1	-	-	-	1	100
3.	Social Work	3	-	1	-	2	1	33.33
4.	Business Administration	4	4	-	-	-	4	100
5.	Physics	3	2	1	-	-	3	100
6.	Chemistry	3	1	-	2	-	3	100
7.	Library and Inf.Sc	7	4	2	1	-	7	100

M.Phil FT 2018-2019 % of passes

M.Phil PT 2017-2019% of passes
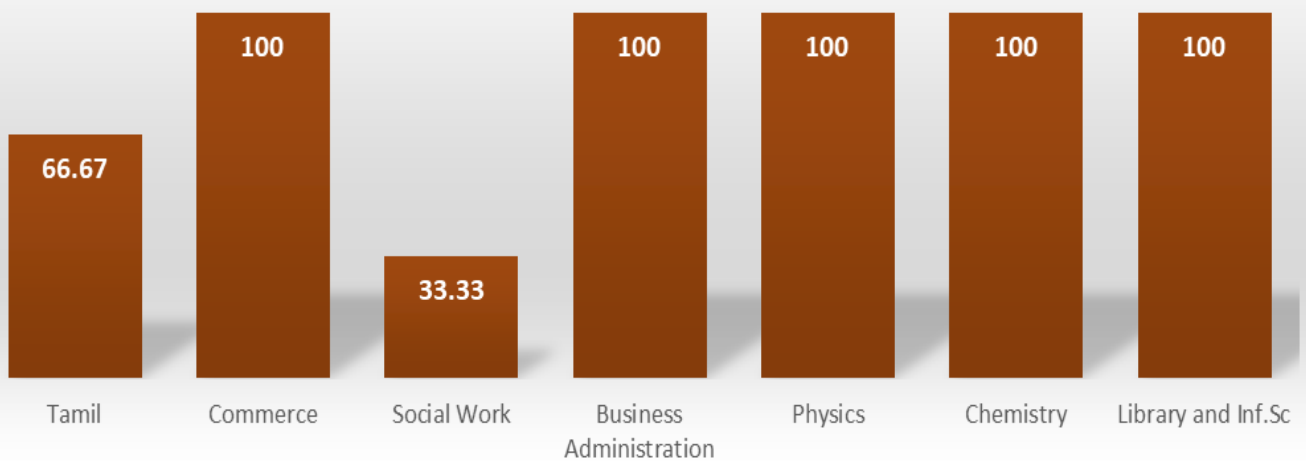
18.6   2020

OVERALL PERFORMANCE (2017-2020 BATCH) – APRIL 2020 – UG PROGRAMMES - Aided

SI. No.	Programme	ON Roll	Appeared	Over all Pass	Overall %
1	B.A. History	62	54	47	87.04
2	B.A. Economics	66	62	49	79.03
3.	B.A. English	71	70	70	100.00
4	B.Com	81	78	76	97.44
5	B.Sc. Maths	84	77	77	100.00
6	B.Sc. Physics	67	64	62	96.88
7	B.Sc. Chemistry	72	71	71	100.00
8	B.Sc. Botany	71	68	62	91.18
9.	B.Sc. Zoology	64	60	60	100.00
10.	B.Sc. Comp. Sci.	67	67	66	98.51
			671	640	

OVERALL PERFORMANCE (2017-2020 BATCH) – APRIL 2020 – UG PROGRAMMES - SF

SI. No.	Programme	ON Roll	Appeared	Over all Pass	Overall %
1	B.A. English	136	133	133	100.00
2	B.Com	497	480	460	95.83
3.	B.Com CA	82	78	77	98.72
4	B.B.A	198	191	188	98.43
5	B.Sc. Maths	259	254	254	100
6	B.Sc. Physics	118	116	115	99.14

7	B.Sc. Chemistry	95	91	91	100
8	B.Sc. Comp. Science	314	302	288	95.36
9.	B.C.A	292	282	269	95.39
10.	B. Sc Act. Science	67	66	66	100.00
11	B.Sc Biotechnology	92	91	91	100.00
12	B.Sc Nutrition & Diet	40	39	39	100.00
13	B. Voc AT	44	41	41	100.00
14	B.Voc IT	46	46	40	86.96
15	B. Sc Env.Science	43	40	39	97.50
16	M.Sc Bioinformatics (Int)	61	59		100
			2250	2191	

Overall % of Passes UG Aided section 2017-2020

B.A. History Comp.	B.A.	B.A. English	B.Com	B.Sc. Maths	B.Sc. Physics	B.Sc.	B.Sc. Botany	B.Sc. Zoology	B.Sc.
87.0	79.0	100	97.4	100	96.8	100	91.1	100	98.5
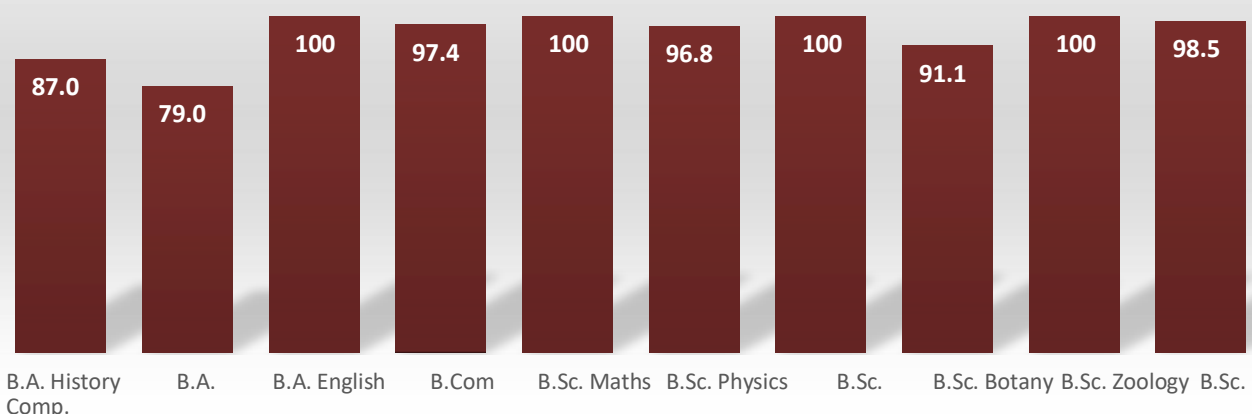
Overall % of Passes UG SF section 2017-

Program	%
B.A. ENGLISH	100
B.COM	95.83
B.COM CA	98.72
B.B.A	98.43
B.SC. MATHS	100
B.SC. PHYSICS	99.14
B.SC. CHEMISTRY	100
B.SC. COMP. SCIENCE	95.36
B.C.A	95.39
B. SC ACT. SCIENCE	100
B.SC BIOTECHNOLOGY	100
B.SC NUTRITION & DIET	100
B. VOC AT	100
B.VOC IT	86.96
B. SC ENV.SCIENCE	97.5
M.SC BIOINF (INT)	100

■ Series4
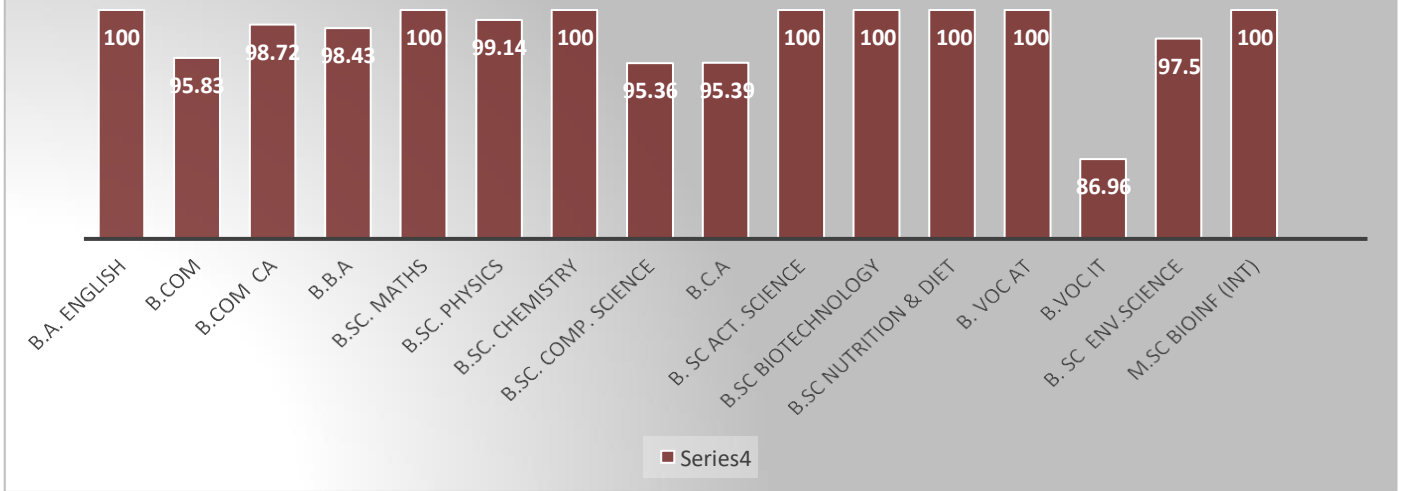
OVERALL PERFORMANCE (2018-2020 BATCH) – APRIL 2020 – PG PROGRAMMES Aided

SL. No.	Programme	On Roll	Appeared	Over all Pass	Overall %
1	M.A. Tamil	14	11	11	100%
2	M.A. English	35	33	33	100%
3	M.S.W.	34	34	34	100%
4	M.Sc. Mathematics	40	38	38	100%
5	M.Sc. Chemistry	26	25	25	100%
6	M.Sc. Env. Sciences	13	13	12	92.31%
7	M. Lib Info Science	20	16	15	93.75%
		182	170	168	

OVERALL PERFORMANCE (2018-2020 BATCH) – APRIL 2020 – PG PROGRAMMES - SF

SL. No.	Programme	On Roll	Appeared	Over all Pass	Overall %
1	M.A. English	51	51	51	100
2	M.S.W.	29	26	26	100
3	M. A. History	13	11	9	81.82
4	M.A. Economics	7	5	5	100
5	M.Com.	49	47	47	100
6	M.B.A.	154	152	151	99.34
7	M.Sc. Mathematics	91	85	84	98.82
8	M.Sc. Physics	75	73	72	98.63
9	M.Sc. Chemistry	30	26	26	100
10	M.Sc. Zoology	32	31	31	100
11	M. Sc Botany	31	29	29	100
12	M.Sc. Biotechnology	17	17	17	100
13	M.Sc. Actuarial Science	36	34	34	100
14	M.Sc. Computer Science	78	73	73	100
15	M.Sc. Inf. Technology	41	39	38	97.44
16	M.Sc. Bioinformatics	35	35	35	100
		734	699	642	

2017-2020 BATCH) – APRIL   2019 – M.C.A.

SL. No.	Programme	On Roll		Appeared		Over all Pass		Overall %	
		Aided	SF	Aided	SF	Aided	SF	Aided	SF
1.	M.C.A	-	169	-	163	-	163	-	100%

(2015-2020 BATCH) – APRIL 2020 – M.Sc Bioinformatics.

SL. No.	Programme (2015-2020)	On Roll	Appeared	Left in April 2018 After B.Sc Programmer	M.Sc Students	M.Sc Degree - Strength					
						I Class With Distinction	I Class	II class	Reappear	Over all Pass	Pass %
1.	M.Sc Bioinformatics	61	59	24	35	12	23	-	-	35	100 %

Overall % of passes PG Aided section 2018 - 2020

M.A. TAMIL 100%, M.A. ENGLISH 100%, M.S.W. 100%, M.SC. MATHEMATICS 100%, M.SC. CHEMISTRY 100%, M.SC. ENV. SCIENCES 92.31%, M. LIB INFO SCIENCE 93.75%

Series5

OVERALL % OF PASSES PG SF SECTION 2018-2020

Course	%
M.A. English	100
M.S.W.	100
M. A. History	81
M.A. Economics	100
M.Com.	100
M.B.A.	99
M.Sc. Mathematics	98
M.Sc. Physics	98
M.Sc. Chemistry	100
M.Sc. Zoology	100
M. Sc Botany	100
M.Sc. Biotechnology	100
M.Sc. Actuarial Science	100
M.Sc. Computer Science	100
M.Sc. Inf. Technology	97
M.Sc. Bioinformatics	100
M.C.A.	100
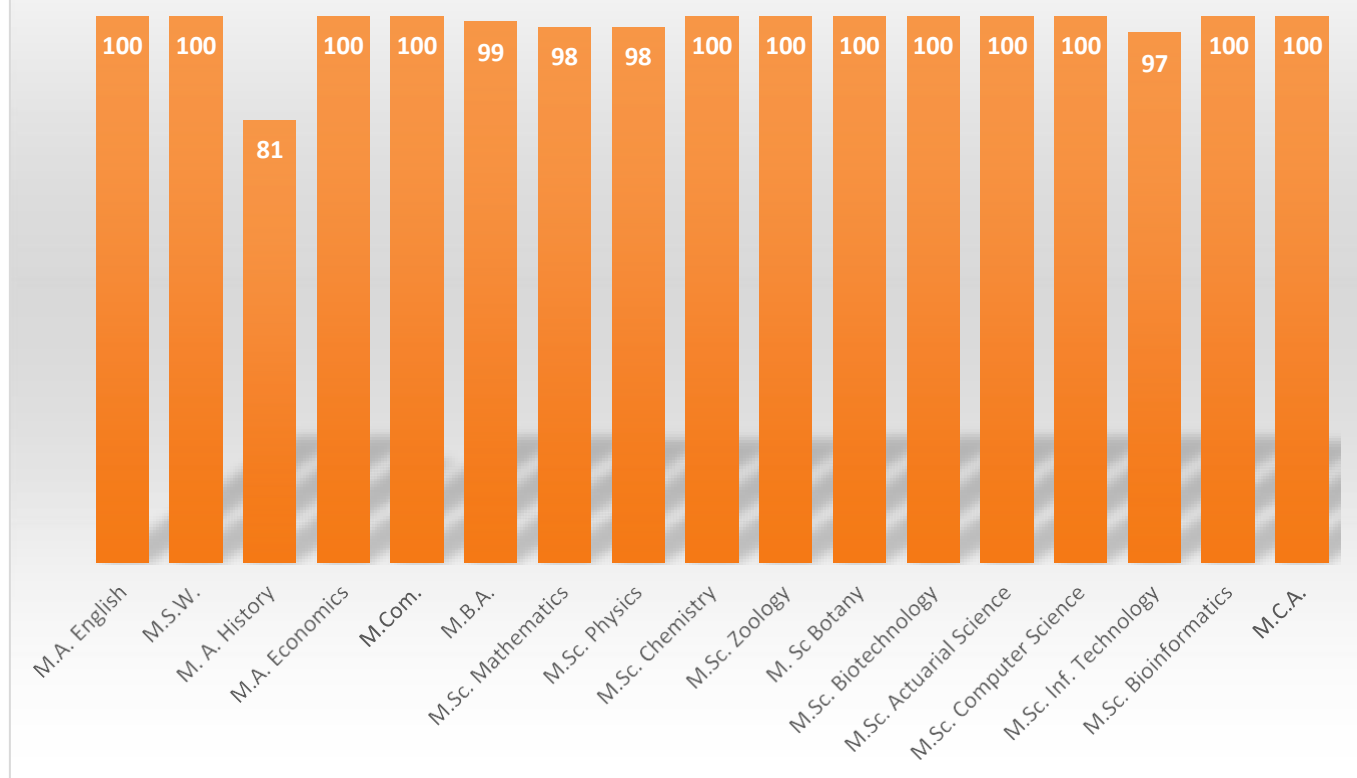
(h)   PG DIPLOMA PROGRAMMES (2019-2020)

S.No	Programme	On Roll	Appeared	No. of Passes	Overall % of Passes
1.	**P.G.D.C** (Post Graduate Diploma in Counselling)	67	67	63	94.03
2.	**P.G.D.I.S** (Post Graduate Diploma in Industrial Safety)	14	18	15	87.5
3.	**P.G.D.B.I** (Post Graduate Diploma in Bioinformatics)	40	19	19	92.5

(i) DIPLOMA PROGRAMMES (2018-2019)

S.No	Programme	On Roll	Appeared	No. of Passes	Overall % of Passes
1.	**D.E.C.S** (Diploma in English Communication Skills)	32	34	30	93.75
2.	**D.T.T.M** (Diploma in Tourism and Travel Management)	55	54	49	72.22
3.	**D.A.M.L.T** (Diploma in Advanced Medical Lab Technology)	34	33	34	100.00

Overall % of passes in PG Dip. and Dip. 2020

Programme	%
P.G.D.C	94.03
P.G.D.I.S	87.5
P.G.D.B.I	92.5
D.E.C.S	93.75
D.T.T.M	72.22
D.A.M.L.T	100
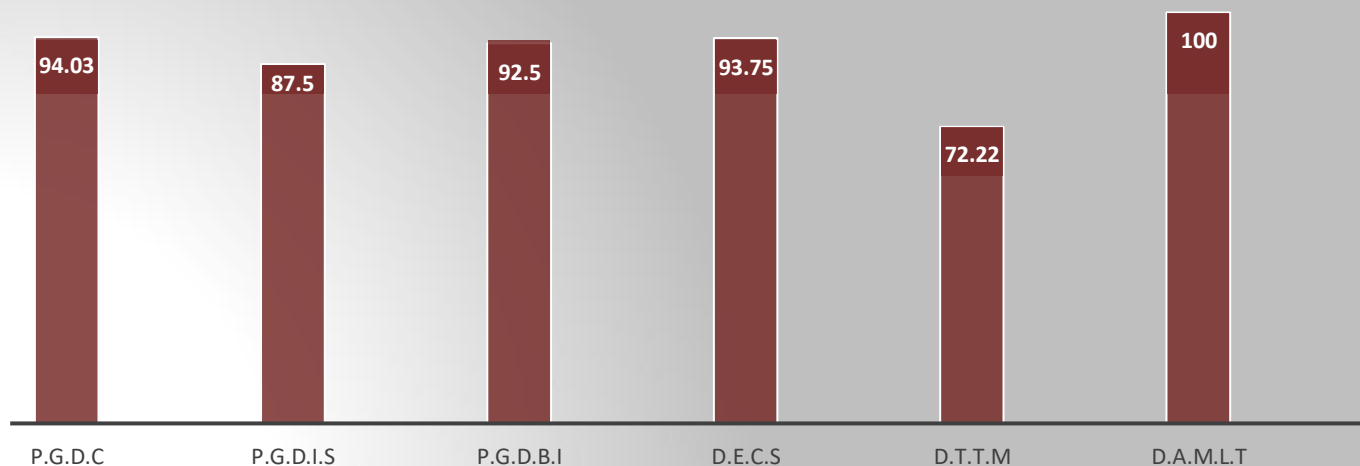
OVERALL PERFORMANCE (2019-2020 BATCH) – APRIL 2020 – M.Phil PROGRAMMES – (Full Time)

SL. No.	Programme	On Roll	Appeared	Over all Pass	Overall %
1	Tamil	5	5	5	100%
2	English	14	14	14	100%
3	Commerce	4	4	4	100%
4	Social Work	1	1	-	-
5	Business Administration	4	4	4	100%
6	Mathematics	8	8	7	87.50%
7	Physics	3	3	3	100.00%
8	Chemistry	3	3	3	100.00%
9.	Computer Science	12	12	12	100.00%
			53	52	

OVERALL PERFORMANCE (2018-2020 BATCH) –MAY 2020 – M.Phil PROGRAMMES – (Part Time)

SL. No.	Programme	On Roll	Appeared	Over all Pass	Overall %
1	Tamil	14	14	10	71.43%
2	Social Work	5	5	5	100%
3	Business Administration	3	3	2	66.67%
4	Physics	4	4	2	50.00%
5	Chemistry	3	3	3	100%
			29	22	

M.Phil FT 2019-2020 % of passes

Tamil	English	Commerce	Social Work	Business Administration	Mathematics	Physics	Chemistry	Computer Science
100	100	100		100	87	100	100	100
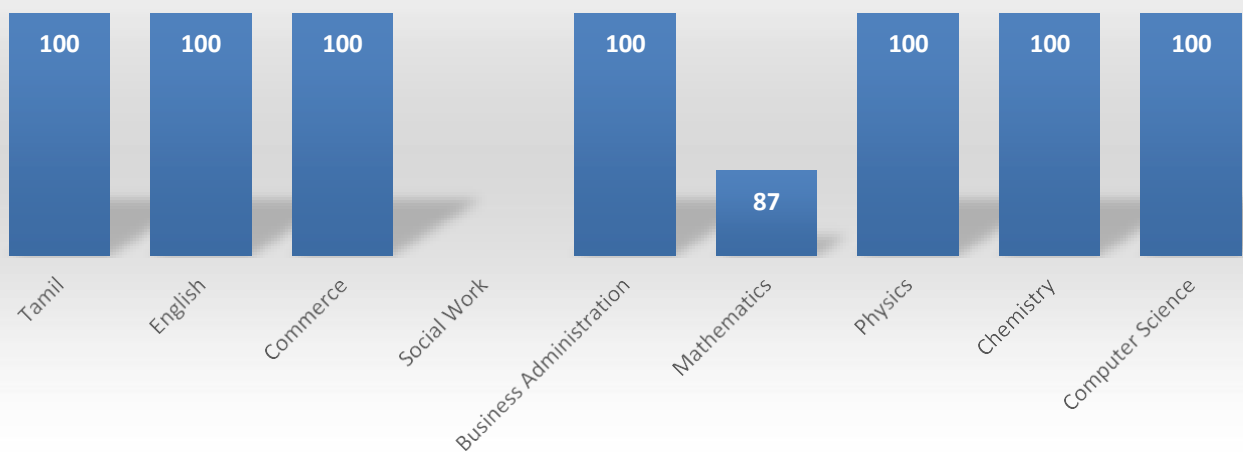
M.Phil PT 2018-2020% of passes

Tamil	Social Work	Business Administration	Physics	Chemistry
71	100	67	50	100

OFFICE OF THE CONTROLLER OF EXAMINATIONS
BISHOP HEBER COLLEGE (AUTONOMOUS)
OVERALL PERFORMANCE (2018-2021 BATCH) – APRIL & JUNE 2021 – UG PROGRAMMES - Aided
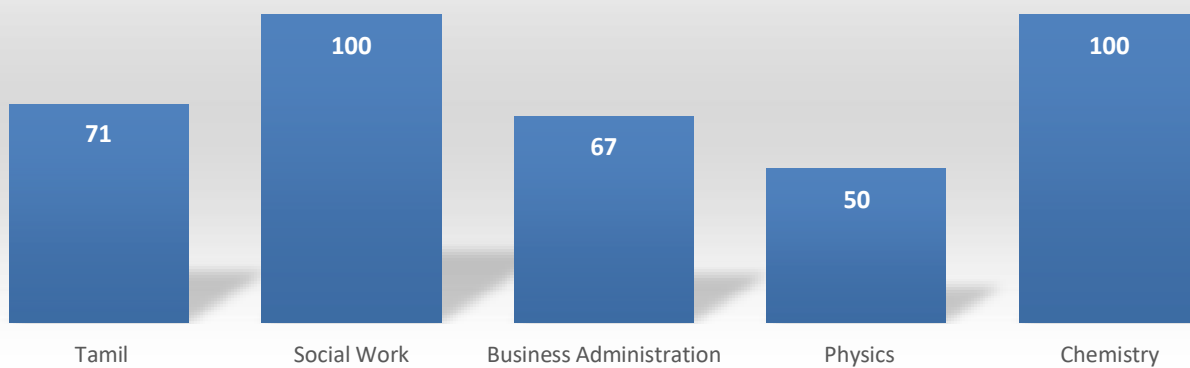
Sl. No.	Programme	ON Roll	Appeared	Over all Pass	Overall %
1	B.A. History	68	68	60	88.24
2	B.A. Economics	71	63	55	87.30
3.	B.A. English	73	71	71	100
4	B.Com	77	76	76	100
5	B.Sc. Maths	66	65	65	100
6	B.Sc. Physics	58	54	51	94.44
7	B.Sc. Chemistry	54	54	53	98.15
8	B.Sc. Botany	52	50	46	92.00
9.	B.Sc. Zoology	43	42	42	100
10.	B.Sc. Comp. Sci.	75	74	73	98.65

Overall % of Passes UG Aided 2018-2021

Programme	%
B.A. History	88.24
B.A. Economics	87.3
B.A. English	100
B.Com	100
B.Sc. Maths	100
B.Sc. Physics	94.44
B.Sc. Chemistry	98.15
B.Sc. Botany	92
B.Sc. Zoology	100
B.Sc. Comp. Sci.	98.65

Sl. No.	Programme	ON Roll	Appeared	Over all Pass	Overall %
1	B.A. Tamil	43	32	19	59.38
2	B.A. English	129	123	119	96.75
3	B.Com	506	493	476	96.55
4	B.Com CA	137	136	133	97.79
5	B.Com IA	40	40	38	95.00
6	B.Com PA	68	67	67	100
7	B.B.A	252	244	225	92.21
8	B.Sc. Maths	276	268	264	98.51
9	B.Sc. Physics	136	133	133	100
10	B.Sc. Chemistry	125	122	121	99.18
11	B,Sc Botany	21	19	18	94.74
12	B.Sc Zoology	20	20	18	90.00
13	B.Sc. Comp. Sci	380	372	362	97.31
14	B.C.A	378	371	358	96.50
15	B. Sc Act. Science	100	100	100	100
16	B.Sc Biotechnology	92	87	85	97.70
17	B. Sc En.Science	36	35	33	94.29
18	B.Sc Nutrition & Diet	50	49	49	100
19	B. Voc AT	50	50	46	92.00
20	B.Voc IT	58	51	46	90.20
21	B.Sc. Bio - Inf	67	67	67	100

Overall % of Passes UG SF 2018-2021
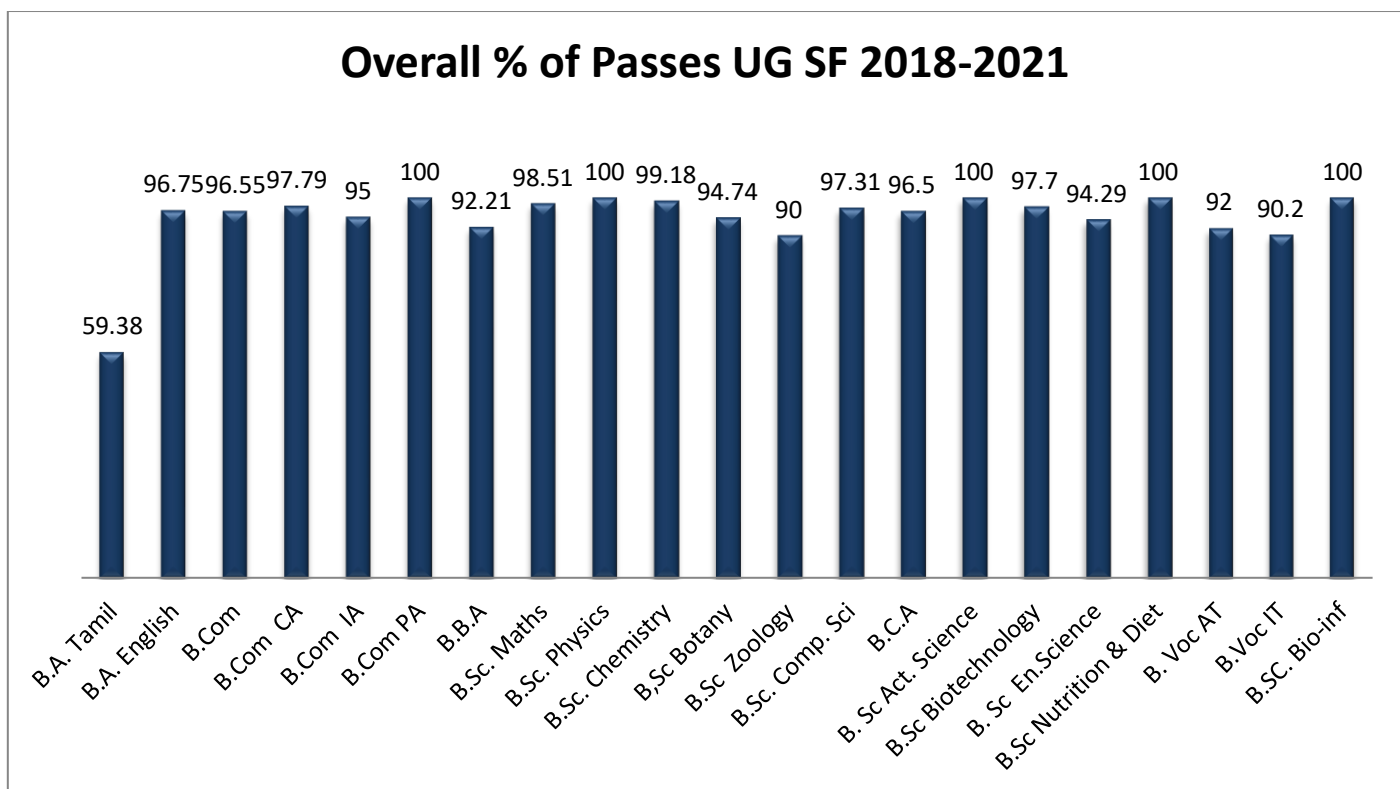
Bar chart values by programme:
- B.A. Tamil: 59.38
- B.A. English: 96.75
- B.Com: 96.55
- B.Com CA: 97.79
- B.Com IA: 95
- B.Com PA: 100
- B.B.A: 92.21
- B.Sc. Maths: 98.51
- B.Sc. Physics: 100
- B.Sc. Chemistry: 99.18
- B,Sc Botany: 94.74
- B.Sc Zoology: 90
- B.Sc. Comp. Sci: 97.31
- B.C.A: 96.5
- B. Sc Act. Science: 100
- B.Sc Biotechnology: 97.7
- B. Sc En.Science: 94.29
- B.Sc Nutrition & Diet: 100
- B. Voc AT: 92
- B.Voc IT: 90.2
- B.SC. Bio-inf: 100

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BISHOP HEBER COLLEGE (AUTONOMOUS)

TIRUCHIRAPPALLI-620 017

OVERALL PERFORMANCE (2019-2021 BATCH) APRIL & JUNE 2021 – PG PROGRAMMES - Aided

SL. No.	Programme	On Roll	Appeared	Over all Pass	Overall %
1	M.A. Tamil	11	11	10	90.91
2	M.A. English	37	35	35	100
3	M.S.W.	33	30	28	93.33
4	M.Sc. Mathematics	41	39	39	100
5	M.Sc. Chemistry	26	25	25	100
6	M.Sc. Env. Sciences	11	10	10	100
7	M. Lib Info Science	18	18	18	100

Overall % of Passes PG Aided 2019-2021

Programme	%
M.A. Tamil	90.91
M.A. English	100
M.S.W.	93.33
M.Sc. Mathematics	100
M.Sc. Chemistry	100
M.Sc. Env. Sciences	100
M. Lib Info Science	100

OFFICE OF THE CONTROLLER OF EXAMINATIONS

BISHOP HEBER COLLEGE (AUTONOMOUS)

TIRUCHIRAPPALLI-620 017

OVERALL PERFORMANCE (2019-2021 BATCH) APRIL & JUNE 2021 – PG PROGRAMMES - SF

SL. No.	Programme	On Roll	Appeared	Over all Pass	Overall %
1	M.A. English	44	43	43	100
2	M.S.W.	35	33	32	96.97
3	M. A. History	06	06	06	100
4	M.A. Economics	05	04	04	100
5	M.Com.	54	48	47	97.92
6	M.B.A.	131	129	126	97.67
7	M.Sc. Mathematics	88	85	85	100
8	M.Sc. Physics	64	62	62	100
9	M.Sc. Chemistry	30	29	29	100
10	M.Sc. Zoology	33	29	29	100
11	M. Sc Botany	27	25	24	96
12	M.Sc. Biotechnology	46	42	42	100
13	M.Sc. Actuarial Science	43	39	39	100
14	M.Sc. Computer Science	124	119	117	98.32
15	M.Sc. Inf. Technology	23	18	18	100
16	M. Sc. Data Science	17	16	15	93.75
17	M.Sc, Bio - Inf	19	19	15	78.95

OVER ALL PERFORMANCE (2018-2021 BATCH) – APRIL & JUNE 2021 – M.C.A.

SL. No.	Programme	On Roll	Appeared	Over all Pass	Overall %
1.	M.C.A	131	126	120	95.24

Overall % of Passes PG SF 2019-2021
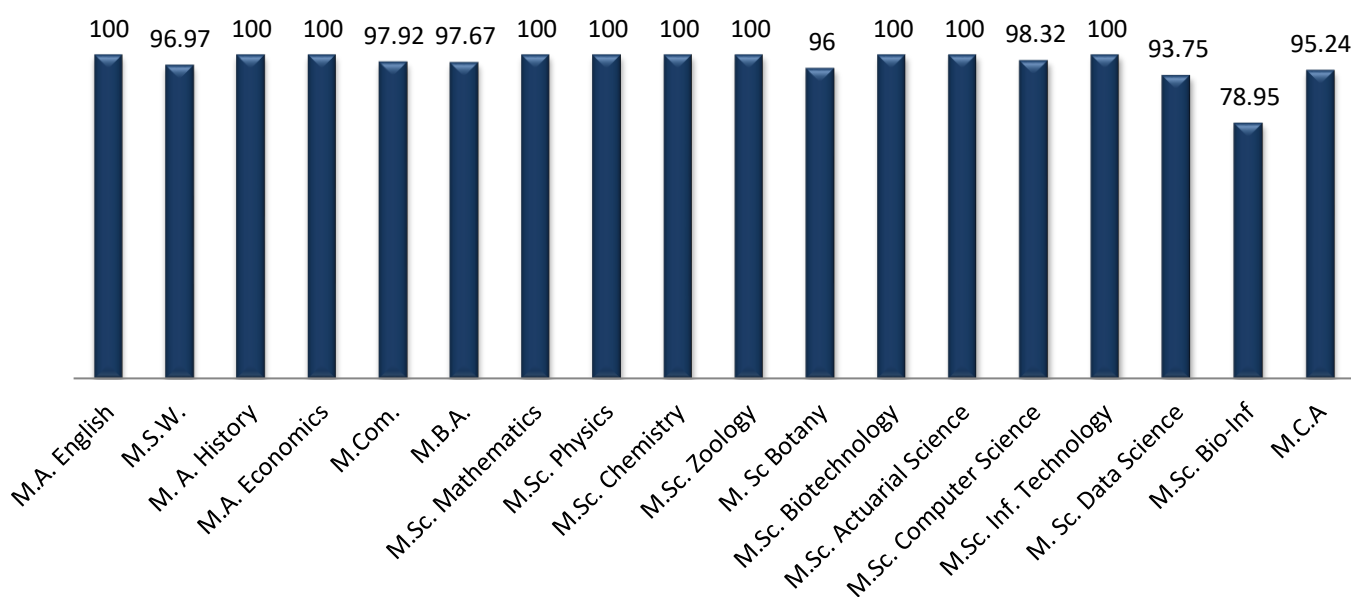
Programme	%
M.A. English	100
M.S.W.	96.97
M. A. History	100
M.A. Economics	100
M.Com.	97.92
M.B.A.	97.67
M.Sc. Mathematics	100
M.Sc. Physics	100
M.Sc. Chemistry	100
M.Sc. Zoology	100
M. Sc Botany	96
M.Sc. Biotechnology	100
M.Sc. Actuarial Science	100
M.Sc. Computer Science	98.32
M.Sc. Inf. Technology	100
M. Sc. Data Science	93.75
M.Sc. Bio-Inf	78.95
M.C.A	95.24

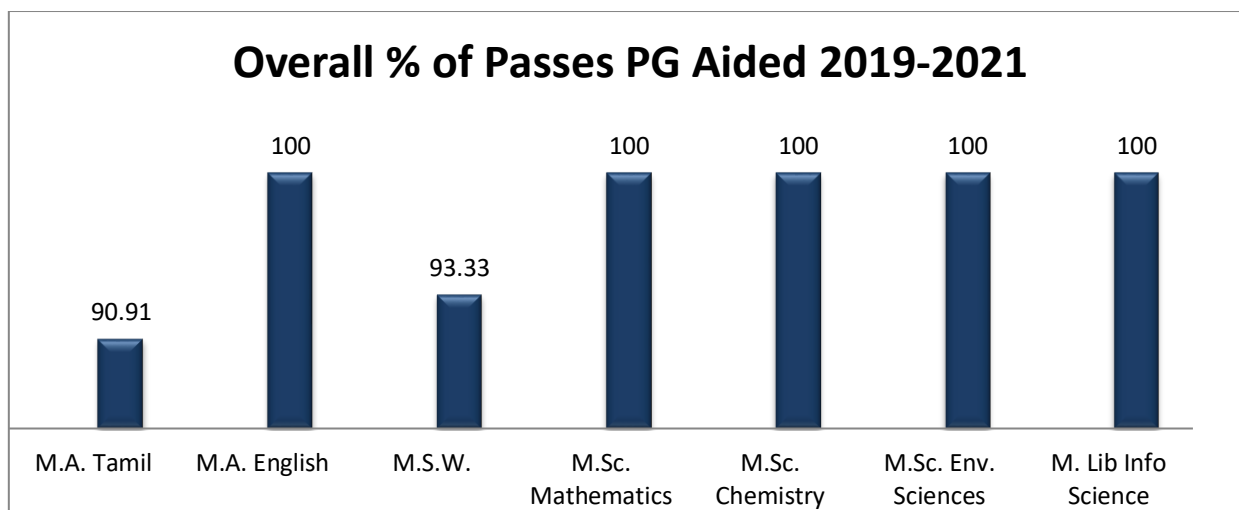**OFFICE OF THE CONTROLLER OF EXAMINATIONS**

BISHOP HEBER COLLEGE (AUTONOMOUS)

TIRUCHIRAPPALLI-620 017

OVERALL PERFORMANCE (2020-2021 BATCH)   APRIL 2021 – UG DIPLOMA PROGRAMMES

SL. No.	Programme	On Roll	Appeared	Over all Pass	Overall %
1	D. C. (Diploma in Calligraphy)	10	10	10	100
2	D.B.A. T (Diploma in Bioanalytical Techniques)	50	50	48	96

OVERALL PERFORMANCE (2020-2021 BATCH)   APRIL 2021 – PG DIPLOMA PROGRAMMES

SL. No.	Programme	On Roll	Appeared	Over all Pass	Overall %
1	P.G.D.C	70	70	68	97.14
2	P.G.D.S.I	63	62	62	100
3.	P.G.D.B.I	55	55	55	100

Overall % of passes in Dip. and PG Dip. 2021

D. C. (Diploma in Calligraphy)	D.B.A. T (Diploma in Bioanalytical Techniques)	P.G.D.C	P.G.D.S.I	P.G.D.B.I
100	96	97.14	100	100
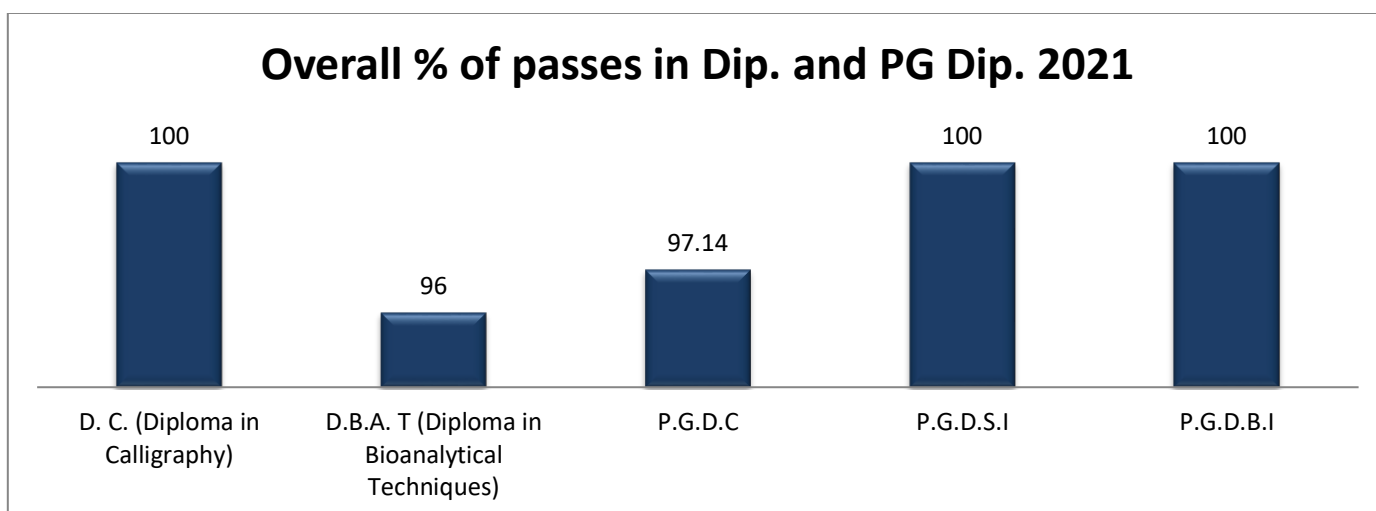
19 BHARATHIDASAN UNIVERSITY RANK HOLDERS 2016-2020

19.1.1   PASSED OUT IN 2016

UG PROGRAMMES (Aided) (2013 – 2016 Batch)

S. No	Reg. No	Name	Major	Rank Position
1.	131103012	Kannu Vigneswar S	B. A. History	1
2.	131104051	Nyangena Mbera Rodah	B.A Economics	6
3.	131102022	Harini R	B. A. English	19
4.	131105051	Pradakshna N	B.Com	6
5.	131107007	Atchaya K	B.Sc Mathematics	2
6.	131108002	Abith M	B. Sc Physics	1
7.	131109042	Preety J	B. Sc Chemistry	18
8.	131110043	Vijaya Hashini N	B. Sc Botany	1
9.	131111020	Koreena Phoebe Rebecca A	B. Sc. Zoology	2

PG PROGRAMMES (Aided) (2014 – 2016 Batch)

S.No	Reg.No	Name	Major	Rank Position
1.	141201009	Vanitha S	M. A. Tamil	4
2.	141206003	Divya Joseph	M.S.W	2
3.	141207046	Sahana S	M. Sc. Mathematics	15
4.	141209009	Kanmani S	M. Sc. Chemistry	16
5.	141216010	Prasanth R	M. Sc. En. Sciences	1
6.	141212003	Arputha Sahaya Rani Y	M.L.I.S.	1

UG PROGRAMMES (SF) (2013 – 2016 Batch)

S.No	Reg.No	Name	Major	Rank Position
1.	135105052	Sri Vidhya N	B.Com CA	3
2.	135118107	Bharathi B	B.B.A	3
3.	135114262	Visudha M	B. Sc Comp. Sci	8
4.	135113163	Kanchana S	BCA	1

PG PROGRAMMES (SF) (2014 – 2016 Batch)

S.No	Reg.No	Name	Major	Rank Position
1	145203002	Jeyapriya M	M. A. History	6
2.	145205101	Aananthi R	M. Com	6
3.	145218250	Verginea S	M. B. A	5
4.	145208103	Annie Therese P	M. Sc Physics	9
5.	145210002	Gladyskeerthana D	M. Sc Botany	3
6	145211002	Amirtha Preetham K	M. Sc. Zoology	2
7	145217013	Shabnashmi P S	M. Sc. Biotech	3
8	145214110	Bhuvaneswari P	M. Sc. Comp. Sci	7
9	145215122	Subhashini B	M. Sc IT	15

University Ranks - Under Graduates

Vijaya Hashini N
B.Sc., Botany
Rank - I

Kanchana S
B.C.A
Rank - I

Kannu Vigneshwar S
B.A., History
Rank - I

Abith M
B.Sc., Physics
Rank - I

Atchaya K
B.Sc., Mathematics
Rank - II

Koreena Phoebe Rebecca A
B.Sc. Zoology
Rank - II

Bharathi B
B.B.A
Rank - III

Sri Vidhya N
B.Com.,C.A
Rank - III

Pradakshna N
B.Com
Rank - VI

Nyangena Mbera Rodah
B.A. Economics
Rank - VI

Visudha M
B.Sc. Com. Science
Rank - VIII

Preety J
B.Sc. Chemistry
Rank - XVIII

Harni R
B.A. English
Rank - XIX

University Ranks - Post Graduates

Arputha Sahaya Rani Y
MLIS
Rank - I

Prasanth R
M.Sc. Env. Science
Rank - I

Divya Joseph
M.S.W
Rank - II

Amritha Preetham K
M.Sc. Zoology
Rank - II

Shabnashmi P S
M.Sc. Biotechnology
Rank - III

Gladyskeerthana D
M.Sc. Botany
Rank - III

Vanitha S
M.A. Tamil
Rank - IV

Verginea S
M.B.A
Rank - V

Aananthi R
M.Com.
Rank - VI

Jeyapriya M
M.A. History
Rank - VI

Bhuvaneswari P
M.Sc. Com. Science
Rank - VII

Annie Therese P
M.Sc. Physics
Rank - XI

Subhashini B
M.Sc. Info. Tech.
Rank - XV

Sahana S
M.Sc. Mathematics
Rank - XV

Kanmani S
M.Sc. Chemistry
Rank - XVI

19.2   PASSED OUT IN 2017

UNIVERSITY RANK HOLDERS (2014 – 2017) April 2017
UG PROGRAMMES (Aided) (2014 – 2017 Batch)

S. No	Reg. No	Name	Major	Rank Position
1.	141103033	Tamilselvi S	B. A. History	13
2.	141104004	Anjana N S	B. A. Economics	3
3.	141102063	Ruthbavila A	B. A. English	5
4.	141105032	G Kavitha	B. Com	1
5.	141107006	Benisha R M	B. Sc Maths	20
6.	141108009	Anithaa Shankari M	B. Sc. Physics	6
7.	141110022	Haripriya Parthasarathy	B. Sc Botany	4
8.	141111065	Vishaka Parijatham N	B. Sc Zoology	1

PG PROGRAMMES (Aided) (2015 – 2017 Batch)

S.No	Reg.No	Name	Major	Rank Position
1.	151201009	Muneeswari J	M. A. Tamil	2
2.	151207030	Saroja Aswini S	M. Sc Maths	10
3.	151209015	Srinivasan M	M. Sc Chemistry	8
4.	151212012	Sindhu S	M.L.I.S	2

UG PROGRAMMES (SF) (2014 – 2017 Batch)

S.No	Reg.No	Name	Major	Rank Position
1.	145105073	R Udaya	B. Com CA	1
2.	145118167	Vijaya Letchumy S	B.B.A	11
3.	145109079	Keerthana S	B. Sc Chemistry	3
4.	145114149	Lavanya J M	B. Sc. Comp. Sci	12
5.	145113120	Gayathri B	B.C.A	20

PG PROGRAMMES (SF) (2015 – 2017 Batch)

S.No	Reg.No	Name	Major	Rank Position
1.	155203002	Solamon Khan	M. A. History	1
2.	155202026	Priyadharshini N	M.A. English	1
3.	155205128	Sahana Ravindraraj	M. Com	5
4.	155206001	Aarthi B	M. A. Social Work	1

5.	155218216	Kirubhashini S	M. B.A	6
6	155208101	Annamary A	M. Sc Physics	5
7	155210003	Nanthini R	M. Sc. Botany	5
8	155211004	Jesilin Joseph	M. Sc. Zoology	10
9	155215103	Amirthavarshini R	M. Sc IT	1
10	155217001	Caroline Green S	M. Sc. Biotech	1
11	145213120	Janani K	M. C. A	1
12	155214102	Deepa R	M. Sc. Comp. Sci	5

UNIVERSITY RANK HOLDERS (2014 – 2017 Batch)
UG PROGRAMMES (Aided)

Ms. G. KAVITHA B.Com., Rank - 1
Ms. R. UDAYA B.Com. CA, Rank - 1
Ms. N. VISHAKHA PARIJADHAM B.Sc., Zoology Rank - 1
Ms. N. S. ANJANA B.A. Economics Rank - 3
Ms. S. KEERTHANA B.Sc., Chemistry Rank - 3
Ms. HARIPRIYA PARTHASARATHY B.Sc., Botany Rank - 4
Ms. A. RUTHRAVILA B.A. English Rank - 5

Ms. M. ANITHAA SHANKARI B.Sc., Physics Rank - 6
Ms. S. VIJAYA LETCHUMY B.B.A., Rank - 11
Ms. J. M. LAVANYA B.Sc., Computer Science Rank - 12
Ms. S. TAMIL SELVI B.A. History Rank - 13
Ms. R. M. HENISHA B.Sc., Mathematics Rank - 20
Ms. R. GAYATHRI B.CA Rank - 20

PG PROGRAMMES : 2015-17

Ms. N. PRIYADHARSHINI M.A. English Rank - 1
Ms. B. AARTHI M.A. Social Work Rank - 1
Mr. SOLAMON KHAN M.A. History Rank - 1
Ms. R. AMIRTHAVARSHINI M.Sc. IT Rank - 1
Ms. S. CAROLINE GREEN M.Sc. Biotech Rank - 1
Ms. K. JANANI MCA Rank - 1

Ms. J. MUNEESWARI M.A.Tamil Rank - 2
Ms. S. SINDHU M.L.I.S Rank - 2
Ms. A. ANNAMARY M.Sc. Physics Rank - 5
Ms. R. NANTHINI M.Sc. Botany Rank - 5
Ms. SAHANA RAVINDRARAJ M.Com. Rank - 5
Ms. R. DEEPA M.Sc. Computer Science Rank - 5

Ms. S. KIRUBHASHINI M.B.A. Rank - 6
Mr. M. SRINIVASAN M.Sc. Chemistry Rank - 8
Ms. S. SAROJA ASWINI M.Sc. Maths Rank - 10
Ms. JESILIN JOSEPH M.Sc. Zoology Rank - 10

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19.3   PASSED OUT IN 2018

UNIVERSITY RANK HOLDERS (2015 – 2018) April 2018
UG PROGRAMMES (Aided) (2015 – 2018 Batch)

S. No	Reg. No	Name	Major	Rank Position
1.	151109002	Akshitha S	B. Sc Chemistry	1
2.	151110020	Jeya Preethi S	B.Sc Botany	1
3.	151111057	Sowndharya S	B.Sc Zoology	1
4.	151107024	Janani P	B. Sc Maths	5
5.	151105038	Minhaaz Riffat N	B.Com	8
6.	151103059	Jroshiya Ilin P	B.A. History	9
7.	151104026	Manimegalai O	B.A. Economics	9
8.	151102043	Pavithraa T P	B.A. English	13
9.	151114021	Janani V	B.Sc. Comp. Sci	17
10.	151108076	Vinothini M	B.Sc. Physics	24

UG PROGRAMMES (SF) (2015 – 2018 Batch)

S.No	Reg.No	Name	Major	Rank Position
1.	155105020	Hariprasath S	B.Com CA	1
2.	155118160	Thilakshana S	B.B.A	2
3.	155113156	Umayambigai C	B.C.A	11

UNIVERSITY RANK HOLDERS (2015 – 2018) April 2018
PG PROGRAMMES (Aided) (2016 – 2018 Batch)

S.No	Reg.No	Name	Major	Rank Position
1.	161216005	Charles Ruban Jeo J	M.Sc Env. Sciences	1
2.	161212004	Hema V	M.Lib.I.Sc.	3
3.	161202011	Harini R	M.A. English	4
4.	161207030	Shanmuga Priya S	M. Sc. Mathematics	4
5.	161209011	Manikandan B	M. Sc. Chemistry	4
6.	161201004	Bagya J	M. A. Tamil	5

PG PROGRAMMES (SF) (2016 – 2018 Batch)

S.No	Reg.No	Name	Major	Rank Position
1.	165211019	Stephy A Varghese	M. Sc. Zoology	1
2.	165217008	Daisy Precilla A	M. Sc. Biotechnology	1
3.	155213110	Ravikumar T	M. C. A	1
4.	165206020	Vaishali A	M.S.W	3

5.	165218138	Shamim Fathima K S	M.B.A	3
6.	165210005	Rebakka Salomy S	M.Sc. Botany	6
7.	165205020	Miriam Paul	M.Com	7
8.	165208115	Muthulakshmi P	M.Sc. Physics	8
9.	165214124	Nandhini B	M.Sc. Comp. Sci.	9
10.	1651215104	Jahan Aava Begu, J	M. Sc. IT	11
11.	165203002	David Jeba Kingsly J	M.A. History	16

UNIVERSITY RANKS
UNIVERSITY RANK HOLDERS - UG PROGRAMMES : 2015 – 2018

Ms. JAYAPREETHI
B.Sc. Botany
Rank - 1

Ms. AKSRITHA
B.Sc. Chemistry
Rank - 1

Ms. SCUNDARYA
B.Sc. Zoology
Rank - 1

Ms. HARIPRASATH. S
B.Com C.A
Rank - 1

Ms. THILAKSHANA. S
B.B.A
Rank - 2

Ms. ANANI
B.Sc. Mathematics
Rank - 5

Ms. MIYAS REFATH
B.Com
Rank - 8

Ms. JOSHIA ELIEN
B.A. History
Rank - 9

Ms. MANIMEGALAI
B.A. Economics
Rank - 9

Ms. UMAYAMBIGAI
BCA
Rank - 11

Ms. T. P. PAVITHRA
B.A. English
Rank - 13

Ms. JANANI
B.Sc Computer Science
Rank - 17

Ms. VINODHINI
B.Sc. Physics
Rank - 24

UNIVERSITY RANK HOLDERS - PG PROGRAMMES : 2016 – 2018

Ms. DAISY PRISCILLA
M.Sc. Biotechnology
Rank - 1

Ms. CHARLES RUBANJIO
M.Sc Env. Science
Rank - 1

Ms. STEPHY A VARGHEISE
M.Sc. Zoology
Rank - 1

Mr. RAVIKUMAR
MCA
Rank - 1

Ms. HEMA
MLIS
Rank - 3

Ms. VAISHALI
MSW
Rank - 3

Ms. K.S. SHAWIN FATHIMA
MBA
Rank - 3

Ms. HARINI
M.A. English
Rank - 4

Ms. SHANMUGA PRIYA
M.Sc. Mathematics
Rank - 4

Mr. MANIKANDAN
M.Sc. Chemistry
Rank - 4

Ms. BHAGYA
M.A Tamil
Rank - 5

Ms. REBECCA SALOMI
M.Sc. Botany
Rank - 6

Ms. MIRIYAM PAUL
M.Com
Rank - 7

Ms. MUTHULAKSHMI
M.Sc. Physics
Rank - 8

Ms. NANDHINI
M.Sc. Comp. Science
Rank - 9

Ms. JANUA BEGAM
M.Sc. IT
Rank - 11

Mr. DAVID JEBA KINGSLEY
M.A History
Rank - 16

19.4 PASSED OUT IN 2019

UG PROGRAMMES (AIDED) 2016-2019 BATCH

S.No	Reg.No	Name	Major	Rank Position
1.	161104031	Manasa A	B.A.Economics	1
2.	161105011	Anusha M	B.Com	1
3.	161108076	Umayal S	B.Sc Physics	2
4.	161110048	Priyanga V	B.Sc Botany	2
5.	161109036	Keerthana A	B.Sc Chemistry	6
6.	161103061	Atchaya G	B.A. History	6
7.	161111068	Zeebul Trinita Shanan	B.Sc Zoology	7
8.	161102061	Soundarya C	B.A English	8
9.	161114078	Karthick M	B.Sc Comp.Science	9

PG PROGRAMMES (AIDED) 2017-2019 BATCH

S.No	Reg.No	Name	Major	Rank Position
1.	171216001	Bernice Dorothy Samuel	M.Sc Env.Sciences	1
2.	171212021	Suganthi Julia B	M.Lib.I.Sc	1
3.	171206008	Deekshida V	M.S.W	2
4.	171202003	Aishwarya M	M.A.English	5
5.	171209007	Kiruthigadevi K	M.Sc. Chemistry	8
6.	171207012	Gomathy M	M.Sc. Mathematics	22

UNIVERSITY RANK HOLDERS – PASSED OUT IN 2019
UG PROGRAMMES (SF) 2016-2019 BATCH

S.No	Reg.No	Name	Major	Rank Position
1.	165118150	Preethi D	B.B.A	2
2.	165105017	Gousalya D	B.Com CA	22

PG PROGRAMMES (SF) 2017-2019 BATCH

S.No	Reg.No	Name	Major	Rank Position
1.	165213110	Kanchana S	M.C.A	1
2.	175217015	Maheswari D	M.Sc Biotechnology	3
3.	175211022	Vishaka Parijatham N	M.Sc Zoology	3
4.	175203005	Poorna Chandra R	M.A. History	6
5.	175205029	Revathy M	M.Com	7
6.	175210020	Priya P.L	M.Sc. Botany	8
7.	175208103	Anithaa Shankari	M.Sc. Physics	8
8.	175218266	Aishwarya P	M.B.A	9
9.	175214141	Vaishnavi A	M.Sc Comp.Science	12
10.	175215006	Dhanalakshmi V	M.Sc. IT	13

UNIVERSITY RANK HOLDERS – PASSED OUT IN 2019

Ms. MANASA A
B.A. Economics
Rank - 1

Ms. ANUSHA M
B.Com.
Rank - 1

Ms. UMAYAL S
B.SC. Physics
Rank - 2

Ms. PRIYANGA V
B.SC. Botany
Rank - 2

Ms. KEERTHANA A
B.SC. Chemistry
Rank - 6

Ms. ATCHAYA G
B.A. History
Rank - 6

Ms. ZEEBUL TRINITA
SHANAN P
B.SC. Zoology / Rank - 7

Ms. SOUNDARYA C
B.A. English
Rank - 8
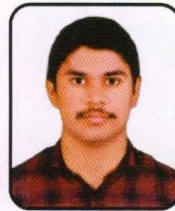
Mr. KARTHICK M
B.SC. Comp. Science
Rank - 9

Ms. PREETHI D
B.B.A.
Rank - 2

Ms. GOUSALYA D
B.Com. CA
Rank - 22

PG PROGRAMS (AIDED): 2017-2019 BATCH

Ms. BERNICE DOROTHY
SAMUEL
M.Sc. Env. Sc. Rank - 1

Ms. SUGANTHI JULIA B
M.Lib. Info. Sc.
Rank - 1

Ms. DEEKSHIDA V
M.S.W.
Rank - 2

Ms. AISHWARYA M
M.A. English
Rank - 5

Ms. KIRUTHIGADEVI K
M.Sc. Chemistry
Rank - 8

Ms. GOMATHY M
M.Sc. Mathematics
Rank - 2

PG PROGRAMS (SF): 2017-2019 BATCH

KANCHANA S
M.C.A.
Rank - 1

MAHESWARI D
M.Sc. Biotechnology
Rank - 3

VISHAKA PARIJATHAM N
M.Sc. Zoology
Rank - 3

POORNA CHANDRA R
M.A. History
Rank - 6

REVATHY M
M.Com.
Rank - 7

PRIYA P.L.
M.Sc. Botany
Rank - 8

ANITHAA SHANKARI
M.Sc. Physics
Rank - 8

AISHWARYA P
M.B.A.
Rank - 9

VAISHNAVI A
M.Sc. Computer Science
Rank - 12

DHANALAKSHMI V
M.Sc. I.T.
Rank - 13

19.5 PASSED OUT IN 2020

(A) UG PROGRAMMES (AIDED) - 2017 – 2020

S. No.	Roll No.	Name of the student	Programme	Rank
1	171110034	Nanda Gopal S	Botany	1
2	171104004	Akash S	Economics	1
3	171102045	Ragavi K	English	1
4	171105056	Praveena M	B.Com Commerce	2
5	171109035	Joel Baskar B	Chemistry	5
6	171111066	Tabitha Pearl	Zoology	6
7	171103040	Midun Sathyaa R M S	History	8
8	171108040	Nishalini G	Physics	11
9	171114017	Hemavathi A	Computer Science	13
10	171107051	Nithylashree K	Mathematics	13

(B) UG PROGRAMMES (SELF-FINANCING) - 2017 – 2020

S. No.	Roll No.	Name of the student	Programme	Rank
1	175118249	Kaviya R	Business Administration	2
2	175117064	Shanmuga Priya P	Biotechnology	5
3	175126041	Steffi Verginia M	Nutrition and Dietetics	7
4	175105007	Ananthi M	B.Com. C.A	7
5	175113112	Deepika S	Computer Applications	9

(C) PG PROGRAMMES (AIDED) - 2018 – 2020

S. No.	Roll No.	Name of the student	Programme	Rank
1	181202019	Kowsalya G	English	1
2	181209017	Padma Priya V R	Chemistry	1
3	181212014	Sri Nidhi R	Library And Information Science	2
4	181206009	Kalaimathi M	Social Work	2
5	181207013	Janani P	Mathematics	4
6	181206021	Reeta Jenifer Y	Social Work	5
7	181201006	Renuga P	Tamil	11

(D) PG PROGRAMMES (SELF-FINANCING) - 2018 – 2020 & MCA 2017-2020

S. No.	Roll No.	Name of the student	Programme	Rank
1	185211129	Sowndharya S	Zoology	1
2	185217108	Meghna R	Biotechnology	2
3	185210108	Devapriya J	Botany	3
4	175213104	Antony Jafril S	Computer Applications	4
5	185215135	Vignesh R	Information Technology	4
6	185205111	Kadambari S K	Commerce	5
7	185218146	Lakshmi A	MBA	5
8	185208134	Susancy Sherin S	Physics	6
9	185204108	Yogeshwaran M	Economics	7
10	185203106	Kayathri E	History	10

UG PROGRAMMES (AIDED) -2017 - 2020

Mr.Nanda Gopal S
B.Sc. Botany
Rank-1

Mr.Akash S
B.A. Economics
Rank-1

Ms. Ragavi K
B.A. English
Rank-1

Ms. Praveena M
B.Com. Commerce
Rank -2

Mr. Joel Baskar B
B.Sc. Chemistry
Rank -5

Ms. Tabitha Pearl
B.Sc. Zoology
Rank -6

Mr. Midun Sathyaa R M S
B.A. History
Rank -8

Ms. Nishalini G
B.Sc. Physics
Rank -11

Ms. Hemavathi A
B.Sc. Computer Science
Rank -13

Ms. Nithylashree K
B.Sc. Mathematics
Rank -13

UG PROGRAMMES (SELF-FINANCING) -2017 - 2020

Ms.Kaviya R
B.B.A.
Rank-2

Ms. Shanmuga Priya P
B.Sc. Biotechnology
Rank-5

Ms. Steffi Verginia M
B.Sc. Nutrition and Dietetics
Rank -7

Ms. Ananthi M
B.Com. C.A.
Rank -7

Ms. Deepika S
B.C.A.
Rank -9

Ms.Kowsalya G
M.A. English
Rank-1

Ms. Padma Priya V R
M.Sc. Chemistry
Rank-1

Ms. Sri Nidhi R
MLISc
Rank-2

Ms. Kalaimathi M
M.S.W.
Rank -2

Ms. Janani P
M.Sc. Mathematics
Rank -4

Ms. Reeta Jenifer Y
M.S.W.
Rank -5

Ms. Renuga P
M.A. Tamil
Rank -11

PG PROGRAMMES (SELF-FINANCING) -2018 – 2020 & MCA 2017-2020

Ms. Sowndharya S
M.Sc. Zoology
Rank-1

Ms. Meghna R
M.Sc. Biotechnology
Rank-2

Ms. Devapriya J
M.Sc. Botany
Rank-3

Ms. Antony Jafril S
M.C.A.
Rank -4

Mr. Vignesh R
M.Sc. Information
Technology
Rank -4

Ms. Kadambari S K
M.Com.

Ms. Lakshmi A
M.B.A.

Ms. Susancy Sherin S
M.Sc. Physics

Mr. Yogeshwaran M
M.A. Economics

Ms. Kayathri E
M.A. History

20.1 Examination Fees and Other fees Structure: 2021-2022

S.NO	PARTICULARS			Rate in Rs.
1.	Cost of Application Form			25
2.	Theory (per course)	UG		100 / 60*
		PG	PG	200 / 120*
			M.B.A	400 / 200*
			ED	100
			RI / MI	100
		M.Phil		500
3.	Practicals (per course)	UG	3 hrs	125 / 100*
			6 hrs	200 / 150*
		PG	3 hrs	200 / 150*
			4 hrs	250 / 200*
			6 hrs	350 / 300*
4.	Project Viva(Mini & Main)	UG		200
		PG	PG	400
			M.B.A	600
		M.Phil Dissertation		3000
5.	Field Work/Internship/ Block Placement/ Summer Project	UG		200
		PG		400
6.	Duplicate Hall Ticket			125
7.	Duplicate Hall Ticket for One Session			50
8.	Statement of Marks for UG,PG & M.Phil			100 (each)
9.	Duplicate Exam Fee Chalan			30
10.	Consolidated Marks Statement for UG,PG & M.Phil			200
11.	Provisional Certificate for UG ,PG & M.Phil			200
12.	Degree Certificate Fees			800
13.	Interim Provisional Certificate(issue by college)			200
14.	Certificate (issue by CoE)			100
15.	Pass Certificates for UG & M.Phil			100
16.	Lamination Charges for UG ,PG and M.Phil			100
17.	Late Payment Fees (Fine) for UG & PG			100
18.	Late Payment Fees (Fine) for M.Phil			250

* Fess structure for online examinations

S.NO	PARTICULARS			Rate in Rs.
19.	Revaluation Fees	UG		500
		PG		600
20.	Transparency Fees	UG		400
		PG		400
21.	Retotaling UG & PG			250
22.	CIA Improvement Fees for UG & PG			200
23.	M.Phil., Extension Fees	Extension- 1		1500
		Extension- 2		3000
24.	Supplementary Examination Fees	Cost of Application form		25
		Mark Sheet Fees		100
		UG	Theory	750(per Paper)
			Practical – 3 hrs	750
			Practical – 6 hrs	750
			Project	750
		PG	Theory	1000(per paper)
			Practical – 3 hrs	1000
			Practical – 4 hrs	1000
			Practical – 6 hrs	1000
			Project	1000
		M.B.A	Theory	1000(per paper)
		M.Phil	Theory	1000(per paper)
25.	Duplicate Mark Statements			500+ Search Fee Rs.100 per year
26.	Duplicate Consolidated Marks Statement			1000 + Search Fee Rs.100 per year
27.	Transcript Certificate UG & PG	I Copy		500
		Each Additional Copy		200
28.	Part - V	Not Registered		500
		Redo		300
29.	Tatkal			1000
30.	Name Correction			200
31.	Name Change			400

Fee Structure for Dip and PG Dip Examinations – August 2021

S.NO	PARTICULARS		Rate in Rs.
1.	Cost of Application Form		25
2.	Theory (Per Course)	PG DIPLOMA	100
		DIPLOMA	55
		CERTIFICATE PROGRAMME	50
3.	Practicals (Per Course)	PG DIPLOMA	100
		DIPLOMA	65
		CERTIFICATE PROGRAMME	70
4.	Mark Statement Fees		60
5.	Consolidated Mark Statement Fees		250
6.	Diploma / Certificate Fee		50
7.	Project / Internship / Block Placement	UG	100
		PG	150

20. 2 COE Office Server Configuration

Server 1:   Company: Lenovo

                Processor: Intel ®, Xeon ®

                                       Cpu E5, 2620 V4

                                       2.10 GHZ

                                       Two processor

                Ram   :   32 GB

                OS   :   Window server 2016

                HDD   :   SSD -280, 1 TB

Server 2:   Company: Lenovo

                Processor: Intel ®, Xeon ®

                                         Cpu E5, 2620 V4

                                       2.10 GHZ

                                       Two processor

                Ram   :   32 GB

                OS   :   Window server 2016

                HDD   :   1 TB

20.3 LAB WISE NUMBER OF SYSTEMS

SL.NO.	LAB NAME	CONFIGURATION	NO.OF SYSTEM	IP ADDRESS	OS
1	COMPUTER SCIENCE LAB I FIRST FLOOR	15,4GB RAM, 500GB HDD, 19'' MONITOR	60	172.16.1.11 to 172.16.1.70	WIN10 64 BIT
2	COMPUTER SCIENCE LAB II FIRST FLOOR	15,4GB RAM, 500GB HDD, 19'' MONITOR	110	172.16.2.11 to 172.16.2.100	
3	COMPUTER SCIENCE LAB III FIRST FLOOR	15,4GB RAM, 500GB HDD, 19'' MONITOR	75	172.16.3.11 to 172.16.3.75	
4	COMPUTER SCIENCE LAB IV SECOND FLOOR	TINY i3, 4GB RAM, 500GB WITH MONITOR	60	172.16.4.11 to 172.16.4.70	
5	PG BLOCK LAB FIRST FLOOR	13, GIGABYTE BOARD, 4GB RAM, 500GB RAM	62	172.16.5.11 to 172.16.5.75	
6	PG LAB FIRST FLOOR	13 LENOVO, DELL SYSTEM	35	172.16.6.1 to 172.16.6.35	
7	B.VOC. IT LAB ADMIN. BLOCK SECOND FLOOR	13, LENOVO, 4GB RAM,500GB HDD, LED DISPLAY=25, 13 GIGABYTE BOARD, 4GB RAM, 500GB HDD=12	37	172.16.7.11 to 172.16.7.47	
8	GOLDEN JUBLEE BLOCK LAB SECOND FLOOR	15 7th GEN, 8GB RAM,1TB HDD,20'' MONITOR	175	172.16.9.11 to 172.16.9.180	
9	OLD AUDITORIUM LAB GROUND FLOOR	15 8th GEN, 8GB RAM,1TB HDD, LED DISPLAY	100	172.16.10.11 to 172.16.10.110	
10	LANGUAGE LAB SS BLOCK SECOND FLOOR	TINY i3, 4GB RAM, 500GB HDD, LED DISPLAY = 90 ,13 GIGABYTE 4GB RAM,500 GB HDD 20	110	192.168.16.101 to 192.168.16.110	
11	INTERNET LAB COMP. SCIENCE BLOCK GROUND FLOOR	13 LENOVO, 4GB RAM, 500GB HDD,LED DISPLAY	29	192.168.23.51 to 192.168.23.78	
12	UG PHYSICS LAB	13 LENOVO, 2GB RAM, 500GB HDD,LED DISPLAY	35	192.168.11.51 to 192.168.11.85	
13	LIBRARY LAB FIRST FLOOR	DELL SYSTEM	15	192.168.13.75 to 192.168.13.90	
		TOTAL SYSTEMS	**903**		