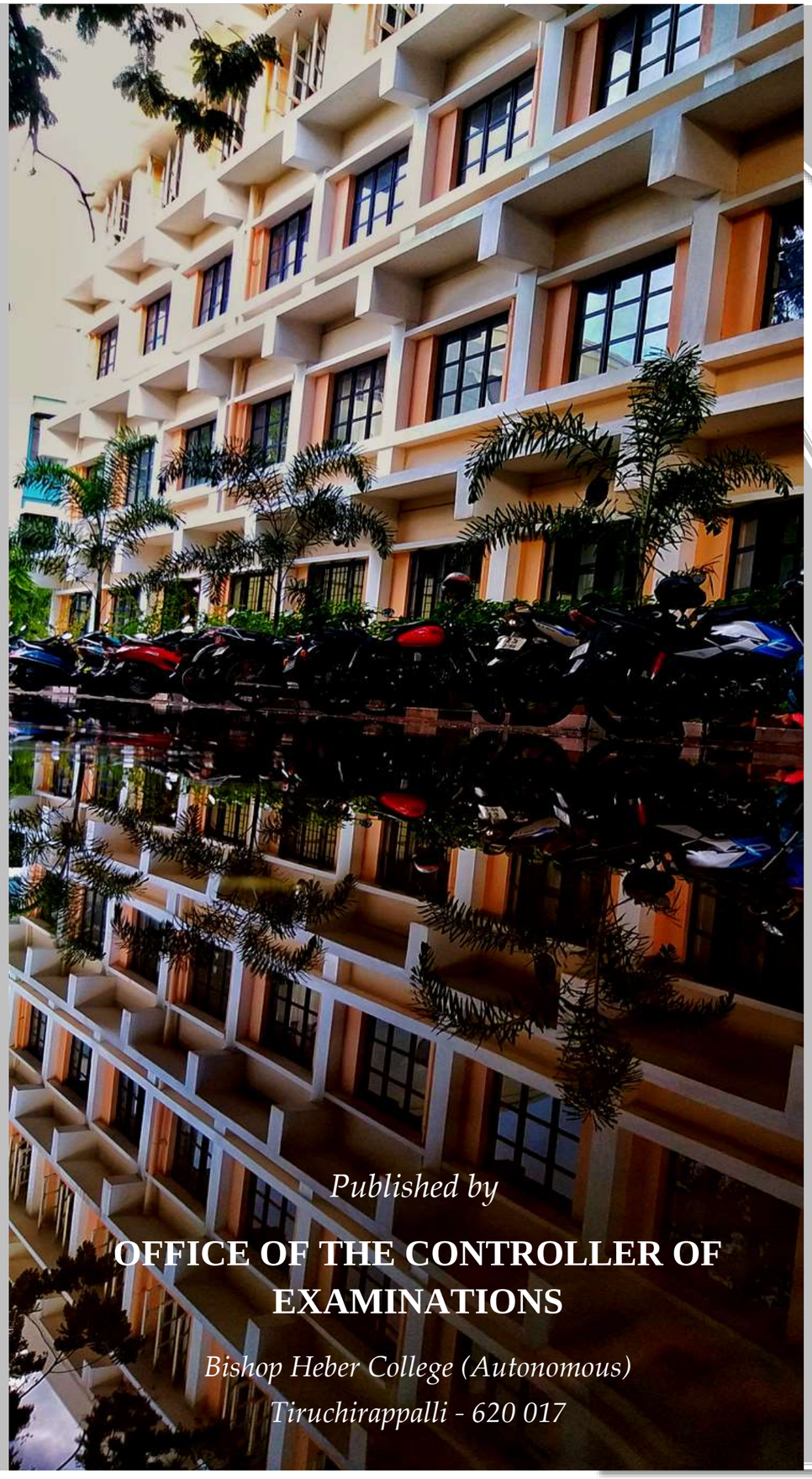


Rules & Regulations
Courses of Study
Schemes of Examinations

2022

AUTONOMY MANUAL

"The function of education is to teach one to think intensively and to think critically. Intelligence plus character that is the goal of true education."

- Dr. Martin Luther King, Jr.

Published by

OFFICE OF THE CONTROLLER OF EXAMINATIONS

Bishop Heber College (Autonomous)
Tiruchirappalli - 620 017

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

2022 -2023

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) (Recognized by UGC as "College with Potential for Excellence")
TIRUCHIRAPPALLI – 620 017

THE COLLEGE-COAT-OF-ARMS

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

OUR VISION

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

MISSION

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

From the Principal

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

(i) To frame its curriculum.

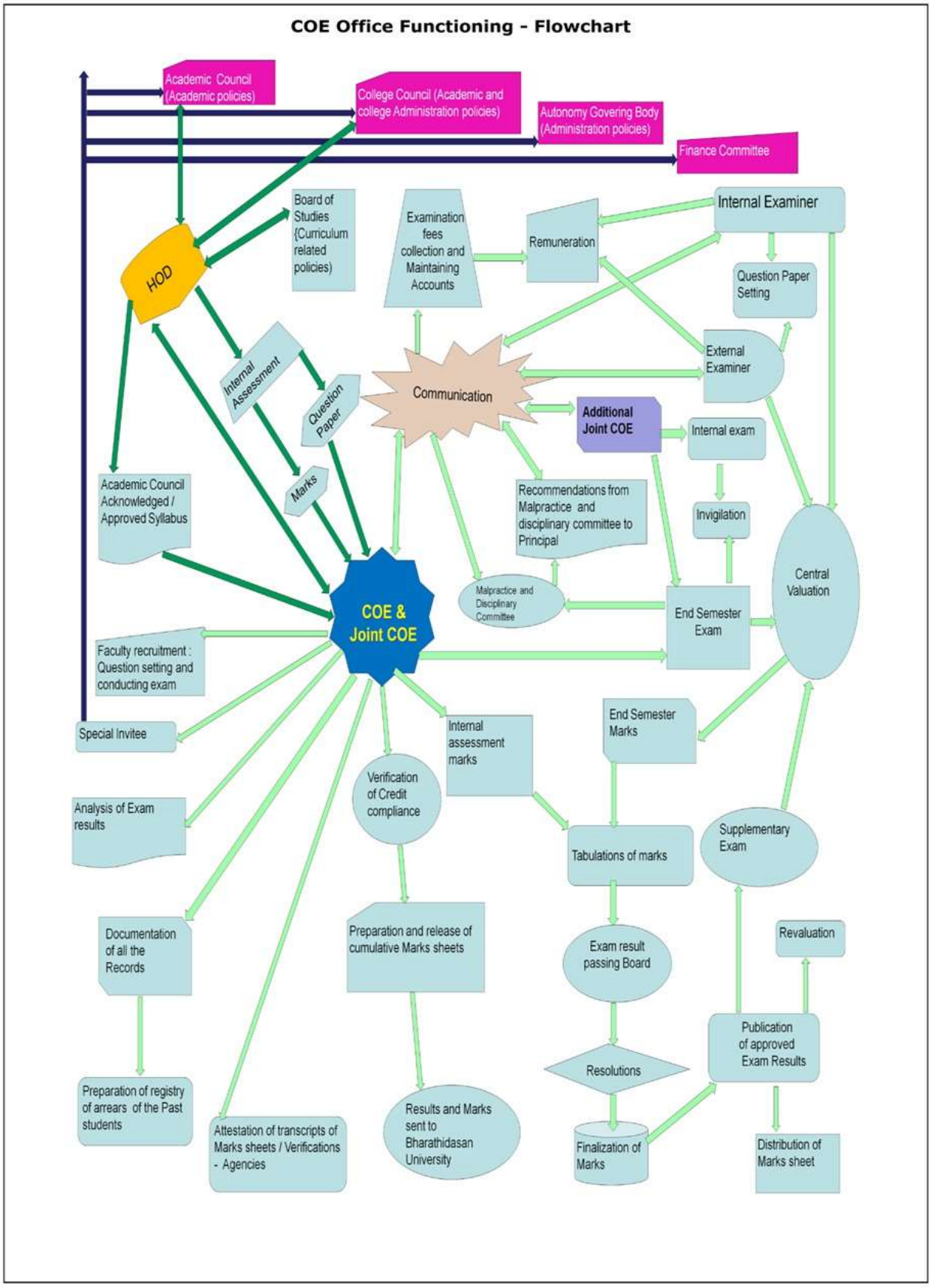
(ii) To adopt teaching methods.

(iii) To exercise evaluation procedures.

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

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

Dr. D. PAUL DHAYABARAN


COE Office Functioning - Flowchart
Academic Council (Academic policies)
College Council (Academic and college Administration policies)
Autonomy Governing Body (Administration policies)
Finance Committee
HOD
Board of Studies (Curriculum related policies)
Examination fees collection and Maintaining Accounts
Remuneration
Internal Examiner
Question Paper Setting
External Examiner
Internal Assessment
Question Paper
Marks
Communication
Additional Joint COE
Internal exam
Academic Council Acknowledged / Approved Syllabus
Recommendations from Malpractice and disciplinary committee to Principal
Invigilation
Central Valuation
COE & Joint COE
Malpractice and Disciplinary Committee
End Semester Exam
Faculty recruitment : Question setting and conducting exam
Special Invitee
Internal assessment marks
End Semester Marks
Verification of Credit compliance
Analysis of Exam results
Tabulations of marks
Supplementary Exam
Documentation of all the Records
Preparation and release of cumulative Marks sheets
Exam result passing Board
Revaluation
Publication of approved Exam Results
Resolutions
Preparation of registry of arrears of the Past students
Attestation of transcripts of Marks sheets / Verifications - Agencies
Results and Marks sent to Bharathidasan University
Finalization of Marks
Distribution of Marks sheet

CONTENT

CHAPTER NO.		TITLE	PAGE NO.
1		Programmes of study since 1966	12
2		Brief History of the College	**15**
3		Statutory and Non-Statutory Bodies	17
	3.1	Statutory Bodies – Structure and their Functions	17
	3.1.1	Governing Body for Autonomy	17
	3.1.2	Academic Council	18
	3.1.3	Board of Studies	19
	3.1.4	Finance Committee	20
	3.2.	Non-Statutory Bodies / Committees	20
	3.2.1	Staff Council	20
	3.2.2	Admission Committee	21
	3.2.3	Tests and Examinations Committee	23
	3.2.4	Grievance Appeal Committee (GAC)	24
	3.2.5	Disciplinary Action Committee (DAC)	24
	3.2.6	Library Advisory Committee	25
	3.2.7	Student Counselling Centre (SCC)	26
	3.2.8	Internal Quality Assurance Cell (IQAC)	27
	3.2.9	Deanery of Academics (Arts & Science)	28
	3.2.10	Deanery of Staff and Student Welfare (SSW)	29
	3.2.11	Deanery of Research and Development (R&D)	30
	3.2.12	Deanery of Extension Activities	31
	3.2.13	Deanery of International Relations	32
	3.2.14	Deanery of Training and Placement	33
	3.2.15	Internal Complaints Committee (ICC)	34
	3.2.16	Anti Sexual Harassment Cell	34
	3.2.17	Academic Audit Committee	36
	3.2.18	Value and Life Oriented Education Division(VLO)	37
	3.2.19	Religious Life Committee(RLC)	38
	3.2.20	Sadhana Women's Cell	38
	3.2.21	Sports Committee	39
	3.2.22	Fine Arts Association	39
	3.2.23	Institute Innovation Cell (IIC)	40
	3.2.24	Planning and Evaluation Committee for Under Autonomy	40
4		Procedure for Starting a New Programme	41
5		Students Exchange Programme	42

6		Lateral Entry and Transfer of Students	43
7		Regulations for Examinations and Valuations	44
	7.1	End Semester Examinations (ESE)	44
	7.1.1	Chief Superintendent (Tests and Examinations)	44
	7.1.2	Duties of the Chief Superintendent	45
	7.1.3	The Chief Observer	45
	7.1.4	Duties of Hall Superintendent /Invigilators	46
	7.1.5	Question Paper Setting	46
	7.2	Guidelines for Online Examination	47
	7.2.1	Online Examination Committee	47
	7.2.2	Duties of Exam Superintendent	48
	7.2.3	Duties of Online Exam Supervisors	48
	7.2.4	Duties of System Administrator	48
	7.2.5	Duties of Online Course Organizers	48
	7.2.6	Duties of Online Course Examiners	48
	7.3	Students Instructions for Online Exam.	49
	7.4	Instruction to Students Who Have Arrears	50
	7.5	System Based Exam and Evaluation	51
	7.5.1	Preservation of Assessed Answer Books	52
	7.5.2	Semester End Examination Result	52
	7.5.3	Some of the Quality Measures	52
	7.6	Valuation of Answer Scripts of End Semester Examinations	52
	7.6.1	Central Valuation	52
	7.6.2	Chief Superintendent – Central Valuation	53
	7.6.3	Chief / Chairman of the Valuation Board	53
	7.6.4	Instructions to Examiners Appointed for Valuation	54
	7.6.5	Moderation Board	55
	7.6.6	Results–Passing Board	55
8	8.1	Testing and Evaluation	56
	8.1	Testing and Evaluation of Students	56
	8.2	Continuous Internal Assessment (CIA)	58
	8.3	Project and Internship	61
	8.3.1	Project	61
	8.3.2	Internship	62
	8.3.3	Non – Submission of Project / Dissertation	63
	8.4	Valuation of Answer Scripts of End Semester Examinations	63

	8.5	Tatkal System	63
	8.6	Revaluation or Transparency for the End Semester	64
	8.7	Provision to Re-total or Clarification	64
	8.8	Supplementary (Instant) Examination	64
	8.9	University Ranking Examination (URE)	65
	8.10	Disciplinary Action for Malpractice	65
	8.11	Time Ceiling for Completion of Degree	66
	8.12	Postponement of Examination	66
	8.13	Non – CGPA Courses : Extra Credit Courses	66
	8.14	Add on Programmes	66
	8.15	M.Phil. Programmes	67
	8.16	Certificates	67
	8.16.1	Provisional Certificate	67
	8.16.2	Procedure to be Adopted to get Transcripts	67
	8.16.3	Procedure to be Adopted to get Duplicate Mark Statement / Consolidated Statement of Marks	67
	8.16.4	Ranking	68
	8.16.5	Convocation Procedure	68
	8.16.6	Downloads forms	68
9		**Choice Based Credit System (CBCS)**	70
	9.1	Programme Structure – UG	70
	9.2	Programme Structure – PG	71
	9.3	Self-study Courses (Extra Credit – Optional Courses)	71
	9.4	Add on Programme Structure	72
	9.5	Grading	72
10		Autonomy Changes made in Subsequent Years	73
11		Programmes of Study - 2022	76
	11.1	Eligibility for UG Programme	76
	11.1.1	UG Programmes offered	76
	11.2	Eligibility for PG Programme	77
	11.2.1	PG Programmes offered	78
	11.3	ADD – ON Programmes	79
	11.2.1	Non Major Elective Courses in UG	81
	11.2.2	Part – V Extension and Extra Curricular Activities	82
12		**Subject Code Fixation for UG & PG Programme**	84

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.Diploma in Computer Science & 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 & Computer Science	---	---
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 & Computer Science 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 five 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 and 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.	---
2022	---	B.Com. - Financial Technology	---

2. BRIEF HISTORY OF THE COLLEGE

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

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

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

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

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

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

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

The College now offers Twenty 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.

3. STATUTORY AND NON-STATUTORY BODIES

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

3.1 STATUTORY BODIES – STRUCTURE AND THEIR FUNCTIONS

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

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

(a) Governing Body for Autonomy

(b) Academic Council

(c) Boards of Studies

(d) Finance Committee

3.1.1 GOVERNING BODY FOR AUTONOMY

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

(a) Constitution

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

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

(b) Term

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

(c) Functions

To advice the College on issues related to

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

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

(ii) Infra-structural facilities.

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

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

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

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

3.1.2 ACADEMIC COUNCIL

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

(a) Constitution

(i) The Principal (Chairman).

(ii) Vice-Principal.

(iii) Bursar

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

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

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

(vii) Three nominees of Bharathidasan University.

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

(ix) Deans

(x) Controller of Examinations and Joint Controller of Examinations

(xi) Dean – IQAC.

(xii) Librarian and Physical Director

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

(b) Term

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

(c) Functions:

The Academic Council will have powers to:

(i) Scrutinize and approve the proposals of the Boards of Studies with or without modification, with regard to programmes of study, academic regulations, curricula and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant thereof. If the Academic Council differs on any proposal, it will have the right to return the matter for reconsideration to the Board of Studies concerned or reject it, after giving reasons to do so.

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

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

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

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

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

3.1.3 BOARD OF STUDIES:

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

(a) Constitution

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

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

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

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

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

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

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

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

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

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

(b) Term

The tenure of the nominated members shall be two years.

(c) Functions

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

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

(ii) Suggest methodologies for innovative teaching and evaluation techniques

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

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

3.1.4 FINANCE COMMITTEE:

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

(a) Constitution

(i) The Principal (Chairman)

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

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

(iv) Bursar

(v) Controller of Examinations

(b) Term

The tenure duration of the nominated members is two years.

(c) Functions

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

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

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

(iii) Audited account for the above

3.2. NON-STATUTORY BODIES / COMMITTEES:

3.2.1 STAFF COUNCIL

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

(a) Constitution

The staff council will consist of the following members

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

(b) Frequency of Meetings

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

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

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

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

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

(c) Functions

The Staff Council will assist the Principal to:

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

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

(iii) Organize the Academic Council meeting

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

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

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

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

(viii) Apply for new programmes

(ix) Plan the academic calendar

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

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

(xii) Implement any other assignment by the Principal.

3.2.2 ADMISSION COMMITTEE:

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

(a) Constitution

The Admission Committee will consist of the following members:

(i) Principal – Chairman

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

(iii) Deans (Arts / Sciences /IQAC)

(iv) Two senior most Faculty members.

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

(b) Term

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

(c) Functions

The Admission Committee will ensure/monitor whether the

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

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

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

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

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

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

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

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

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

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

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

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

- Sale of Application Forms
- List of Applications received within the last date prescribed
- List of Applications received after the last date prescribed
- Department–wise rank list registers signed by the members of the Admission Committee
- Interview cards sent
- Copies of selection lists published

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

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

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

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

3.2.3 TESTS AND EXAMINATIONS COMMITTEE:

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

(a) The Committee will comprise the following members:

(i) Principal – Chairman

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

(iii) Deans (Arts /Sciences /IQAC)

(iv) Controller of Examinations and Joint Controller of Examinations

(v) Chief Superintendent of Examinations – Convener

(vi) Additional Superintendent (Self Financing Section)

(vi) Special Invitees if any

(b) Functions:

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

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

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

3.2.4 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.

3.2.5 DISCIPLINARY ACTION COMMITTEE (DAC):

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

(i) Principal – Chairman

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

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

(iv) General Co-ordinator – Self Financed section

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

(vi) Chief Superintendent of Examinations – Special Invitee

(vii) Controller of Examinations – Special Invitee

(viii) Joint Controller of Examinations – Special Invitee

(b) Functions:

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

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

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

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

3.2.6 LIBRARY ADVISORY COMMITTEE:

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

(a) Constitution:

The Library Advisory Committee will consist of the following members:

(i) Principal – Chairman

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

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

(iv) Bursar – Ex-Officio.

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

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

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

(viii) Assistant Librarian – Ex-Officio.

(ix) Librarian – Member Secretary.

(x) Controller of Examinations

(b) Term:

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

(c) Frequency of Meetings:

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

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

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

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

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

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

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

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

(d) Functions:

The Library Advisory Committee will help

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

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

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

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

(v) To review Library readership of each Department.

(vi) To adopt measures to enhance readership.

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

(viii) In allocating funds to the different Departments.

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

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

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

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

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

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

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

3.2.7 STUDENT COUNSELLING CENTRE (SCC) : Constitution of the SCC :

(i) Principal	Chairman
(ii) Vice Principals(Aided, 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.

3.2.8 INTERNAL QUALITY ASSURANCE CELL (IQAC):

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

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

(a) Composition of the IQAC:

The IQAC shall have the following composition:

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

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

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

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

(v) Dean IQAC – Member Secretary.

(b) Term:

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

(c) Functions:

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

The IQAC shall have the following functions:

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

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

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

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

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

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

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

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

(ix) Development of Quality Culture in HEI;

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

(d) Specific Areas of Operations/Functions of IQAC

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

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

(iii) Updating the curriculum.

(iv) Promoting research culture.

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

(vi) Infra structure development for conducive academic environment.

(vii) Promoting International Links. (MoU)

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

(ix) Periodic quality checks.

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

3.2.9 DEANERY OF ACADEMICS (ARTS & SCIENCE) :

(a) Constitution

(i) Principal	Chairman
(ii) Vice Principals (Aided & SF)	ex-officio
(iii) Dean of Academics(Arts)	Convener
(iv) Dean of Academics(Science)	Convener
(v) Associate Deans (Arts & Science)	
(vi) Dean(IQAC)	
(vii) Documentation Coordinators	
(viii) Five Faculty members from the different academic Disciplines	
(ix) Any Special Invitee as suggested by the Principal and Dean	
(x) 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.

3.2.10 DEANERY OF STAFF AND STUDENT WELFARE (SSW)

The SSW cell has the following operational areas:

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

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

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

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

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

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

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

(a) Constitution

(i) Principal

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

(iii) Bursar

(iv) Dean of Staff and Student Welfare

(v) Deans of Training & Placement

(vi) Deans – Arts /Sciences /IQAC

(vii) International office representative

(viii) Special invitees (Recommended by the principal)

(ix) Student Services Centre Co-ordinator

(b)) Tenure

Two Years

(c) Frequency of meeting

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

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

(a) Members

(i) Principal – Chairman

(ii) Vice-Principal

(iii) Bursar

(iv) The Deans – Arts / Sciences / IQAC

(v) Nominated by the Principal

(vi) One Senior Research Supervisor in Science

(vii) One Senior Research Supervisor in Arts

(viii) The Controller of Examinations

(ix) Dean – Research & Development – Convener

(b) Period

Two years for the nominated members.

(c) Functions:

(i) The Research Committee will meet every month.

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

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

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

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

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

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

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

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

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

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

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

3.2.12 DEANERY OF EXTENSION ACTIVITIES :

(a) Members:

(i) Principal – Chairman

(ii) Vice-Principal (Aided)

(iii) Vice Principal (Self - Financed)

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

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

(vi) The Controller of Examinations

(vii) Co-ordinators of Part V activities

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

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

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

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

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

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

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

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

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

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

(c) Duties of Extension Officer : Off–Campus

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

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

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

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

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

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

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

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

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

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

3.2.13 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 & Self-Financed)

(iii) Deans Arts /Sciences /IQAC and

(iv) Special Invitees (Recommended by the principal)

(v) Dean – International Relations – Convener

(vi) Associate Deans – (International Relations)

(b) Functions of the International Relations Cell

The international relations cell will assist the Principal to:

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

(ii) Map credits for exchange students

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

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

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

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

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

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

(c)Tenure

Two years

(d) Frequency of Meeting

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

3.2.14 DEANERY OF TRAINING AND PLACEMENT :

Training and Placement Division will address the following

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

(a) Constitution

(i) Principal

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

(iii) Bursar

(iv) Dean - Training and Placement

(v) Associate Dean - Training & Placement

(vi) Dean of Staff & Student Welfare

(vii) Placement officer

(viii) Alumni (Two members)

(ix) Special invitees (Recommended by the Principal)

(b) Tenure : Two years

Frequency of meetings :

Will meet once in every semester or as and when needed

3.2.15 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
(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.

3.2.16 ANTI SEXUAL HARASSMENT CELL

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

Sexual harassment would mean and include any of the following:

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

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

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

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

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

Complaint Redressal Committee:

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

Committee:

(i) Principal – Chair Person

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

(iii) Bursar

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

(v) The Controller of Examinations

(vi) Three senior faculty members nominated by the Principal (of whom two shall be ladies)

(vii) Special Invitee/s (if needed, at the Principal's discretion)

Redressal Process:

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

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

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

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

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

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

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

Enquiry Process:

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

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

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

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

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

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

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

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

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

Other points to be considered:

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

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

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

3.2.17 ACADEMIC AUDIT COMMITTEE :

(i) Principal	Chairman
(ii) Vice Principals -Aided, Self-financed	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

3.2.18 VALUE AND LIFE ORIENTED EDUCATION DIVISION :

(i) The Principal	Chairman
(ii) Vice-Principals (Aided & Self-Financed)	ex-officio
(iii) Bursar	ex-officio
(iv) Controller of Examinations	ex-officio
(v) 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	
(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.

3.2.19 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) Bursar	ex-officio
(vi) Controller of Examinations	ex-officio
(vii) Convener of Religious Life Committee	
(viii) Joint Convener of Religious Life Committee	
(ix) Five Faculty Representatives	
(x) Student Representatives	
(xi) Student Counsellors	
(xii) 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.

3.2.20 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.

3.2.21 SPORTS COMMITTEE :

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

3.2.22 FINE ARTS ASSOCIATION :

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

3.2.23 INSTITUTE INNOVATION CELL (IIC) :

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

3.2.24 PLANNING AND EVALUATION COMMITTEE FOR/UNDER AUTONOMY:

(a) Composition:

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

(i) The Vice Principal (Aided)

(ii) Vice –Principal (Self - Financed)

(iii) Bursar

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

(v) The Controller of Examinations

(b) Functions:

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

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

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

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

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

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

4. PROCEDURE FOR STARTING A NEW PROGRAMME

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

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

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

- ✪ Need and scope of the programme.
- ✪ Eligibility of the takers.
- ✪ Syllabi for the various courses and the curriculum of the programme.
- ✪ Methodology of teaching and evaluation techniques.
- ✪ Eligibility of teachers.
- ✪ Number of students per batch.
- ✪ Period of the programme.
- ✪ Relevance to society and job opportunities.
- ✪ The recommendations of the Board of Studies is to be presented to the Academic Council.
- ✪ The Academic Council shall scrutinize the syllabi, eligibility of the candidates and all other related issues and recommend to the College Governing Body/Trust.
- ✪ After getting the permission from the College Governing Body / Trust, the Head of the Department concerned should seek the help of the Principal to get the recognition from the University / UGC / AICTE.
- ✪ If the newly started programme is a Diploma or a Certificate Programme, the Diploma / Certificate will be issued under the seal of the College.
- ✪ The College may rename the existing programme after restructuring / redesigning it, with the approval of the College Academic Council as per the UGC norms. The new nomenclature should be as specified by the UGC under section 22 of UGC Act.
- ✪ The University should be duly informed of such changes so that it may award new degrees in the place of the old.

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

5. STUDENTS EXCHANGE PROGRAMME

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

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

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

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

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

6. 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

7. REGULATIONS FOR EXAMINATIONS AND VALUATIONS

7.1 END SEMESTER EXAMINATIONS (ESE):

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

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

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

7.1.1 CHIEF SUPERINTENDENT (TESTS AND EXAMINATIONS):

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

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

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

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

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

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

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

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

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

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

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

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

7.1.2 DUTIES OF THE CHIEF SUPERINTENDENT

The Chief Superintendent will

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

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

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

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

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

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

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

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

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

7.1.3 THE CHIEF OBSERVER

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

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

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

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

7.1.4 DUTIES OF HALL SUPERINTENDENT / INVIGILATORS

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

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

b. You are requested to verify that the 1. Student is seated according to his/her table number 2. ID Card 3. Hall Ticket 4. Mobile Phone (Switch off) and check other belongings if any.

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

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

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

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

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

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

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

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

k. Avoid using mobile phone during invigilation work.

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

7.1.5 QUESTION PAPER SETTING

(a) QUESTION PAPER SETTING – INTERNAL TESTS

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

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

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

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

(b) QUESTION PAPER SETTING – END SEMESTER EXAMINATIONS

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

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

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

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

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

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

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

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

(c) SCRUTINY OF QUESTION PAPERS:

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

7.2 GUIDELINES FOR ONLINE EXAMINATION

7.2.1 ONLINE EXAMINATION COMMITTEE

(1) ESE Superintendent

(2) ESE Supervisor

(3) System Administrator

(4) Programmers

(5) Online Course Organizers

(6) Online Course Examiners

(7) Coe, Joint Coe and Additional Joint controller

7.2.2 DUTIES OF EXAM SUPERINTENDENT

1. Responsible for conducting Online End Semester Examination 2020.
2. Will be supported by a team of the following staff members.
    a) Examination Supervisors
    b) System Administrator
    c) Programmers
    d) Online Course Organizers
    e) Online Course Examiners
3. Time Management for day to day examination session
4. Has requested to send a daily report to CoE Office.

7.2.3 DUTIES OF ONLINE EXAM SUPERVISORS

1. Have to assist the Exam Superintendent.
2. With the help of System Administrator you have to provide the system facilities to the course organizers and Course Examiners.
3. Have to prepare Classwise and Datewise of Attendance report.
4. Receive the PDF Folder and send a copy to CoE office.
5. Record the online difficulties faced by the Staff and Students.
6. Please report any grievances from the students regarding the questions to the CoE Office.

7.2.4 DUTIES OF SYSTEM ADMINISTRATOR

1. Have to provide systems for Course Organizers and Course Examiners.
2. Have to allocate Four Programmers every day to assist the staff.

7.2.5 DUTIES OF ONLINE COURSE ORGANIZERS

1. For the UG and PG final year you have to develop Google **form** link.
2. While uploading Scrutinizing the questions.
3. CoE Office will issue the soft copy of the days question paper.
4. A requested to come to the OA lab at 2:00 PM and upload the next day question paper and create the link.
5. Have to be present at 8.45 am in OA Lab every day until your dept. exams are over

7.2.6 DUTIES OF ONLINE COURSE EXAMINERS

1. Have to conduct the exam for your class.
2. Take the attendance and hand over it to the supervisor.
3. Report any problem arising during the conduct of examinations to the supervisor.
4. 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.
5. Any comments regarding questions by the students, report it to the CoE Office.

6. Have to be present at 8.45 am in OA Lab for your course.
7. 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.

7.3 STUDENTS INSTRUCTIONS FOR ONLINE EXAM. :

1. Appear for the examinations at 9:20 AM. examination begins at 9:30 AM and finish it by 11:30 AM (Indian Standard Time).
2. 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.
3. Make sure your mobile data is sufficient during the examination days and locate the good quality of the signal.
4. **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.

5. Time management is your responsibility.
6. 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.
7. After 10:15 am Section-B Descriptive questions will be open to you till 11:30 AM. Download the question and begin the answer.
8. 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:	

9. 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.
10. 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: 181102001-3). Send the PDF file as directed by the course teacher.

11. 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.

12. 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.

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

14. 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.

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

16. After declaring the overall results there will be supplementary exam for the absentees.

7.4 Instruction to Students Who Have Arrears

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	:	

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

(iv) 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 : 1 ½ Hours

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.

7.5 SYSTEM BASED EXAM AND EVALUATION

Offline system based examinations are held for the Skill-based Elective Courses, Non-major Elective Courses, Environment Science and Value and Life Oriented Course. These papers are compulsory for all undergraduate students. The software application for this purpose was developed and deployed entirely in-house by our faculty of I. T. Support.

Its salient features are :

(i) Multiple question papers for the MCQ examination are generated automatically by the system, by random picking of the required number of questions from a vast database in the central server.

(ii) Each batch of students taking the examination is presented with a particular question paper by the system, but no four students in the same batch will see the questions in the same order. These multiple levels of randomization, which cannot be humanly controlled, eliminates the scope for malpractice and bias.

(iii) Each student is required to log in to the system with her unique register number and password, and it is only on a successful login that the system will allow her to take the examination.

(iv) The answer paper of each student is also stored in the server, and can be made available for checking in case of any grievances expressed by the student.

(v) The student has the flexibility to attempt answering the questions in any order that she wants and to navigate freely back and forth in the question paper.

(vi) The system is geared towards effective recovery in case of any malfunctioning of the computer on which the student is taking the examination, for her answers are securely stored in the central server while she is taking the examination.

(vii)The results can be procured instantaneously, on the completion of the test.

The uniqueness of this system based testing process lies in the fact that the system is highly secure, dependable, paperless, student-friendly and quick, with the results of the examination being available instantaneously.

7.5.1 PRESERVATION OF ASSESSED ANSWER BOOKS :

All valued answer books shall be preserved for three consecutive semesters in strong rooms of CoE office.

7.5.2 SEMESTER END EXAMINATION RESULT :

Results will usually be declared after three week from the date of the last examination. After all grievances are addressed, the final result will be declared by CoE office.

7.5.3 SOME OF THE QUALITY MEASURES

- The office has the Examination automation software that enables to do the works in an easier and effective manner within the stipulated time. The Examination schedule, Semester examinations, Publications of results, Distribution of certificates, Revaluation results, Conduct of arrear examinations, Supplementary examinations and results are carried out in tack with time. The examination schedule is put up in the college website and the results are published through the website.
- End semester Examination seating arrangement shall be made centrally as per the master plan for seating arrangement.
- Question Paper Scrutiny Board is instituted to scrutinize the question papers before the commencement of the examinations. This will enable us to avoid silly mistakes, out of syllabus and poor setting of the question papers.

Moreover, feedback collected from the internal and external examiners during valuation provides the opportunity to know about the reason for the failures.

7.6 VALUATION OF ANSWER SCRIPTS OF END SEMESTER EXAMINATIONS

7.6.1 CENTRAL VALUATION

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

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

For PG & M.Phil. programmes there will be a double valuation system valued by both Internal and External examiners. The first valuation will be done by the Board of Internal Examiners consisting of teachers who teach the courses and the second valuation will be done by the Board of External Examiners consisting of teachers from other Colleges and Universities nominated by the Controller of Examinations. If the marks of the two valuations within the prescribed margin (below or equal to 20), the average will be considered as the marks scored. In cases where the difference between the first and the second valuations is more than the prescribed margin a third examiner will value such scripts and the average of the nearest two marks will be taken as the final score. If one of the marks stands exactly in midway between the other two, then that mark is taken as the final marks.

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

7.6.2 CHIEF SUPERINTENDENT – CENTRAL VALUATION

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

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

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

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

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

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

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

7.6.3 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.

7.6.4 INSTRUCTIONS TO EXAMINERS APPOINTED FOR VALUATION

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

6. The marks awarded to each question shall be entered in the corresponding block of the front page of answer script. If an answer is awarded 5 marks it shall be entered as "05". Fractions if any shall be rounded off to the next higher integer.
7. The total marks awarded should be entered in Mark Statement. 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

7.6.5 MODERATION BOARD:

(a) The Members

(i) Head of the Department

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

(iii) Respective Dean (Arts/Sciences)

(iv) Controller of Examinations

(b) Functions of the Moderation Committee:

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

7.6.6 RESULTS–PASSING BOARD

The following members will constitute the Results Passing Board:

(i) Principal

(ii) Vice Principal

(iii) Dean of Sciences/Arts

(iv) Head of the Department/Co-ordinator

(v) Staff Representative of General Body

(vi) Controller of Examinations and Joint Controller of Examinations

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

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

8. TESTING AND EVALUATION

8.1 TESTING AND EVALUATION OF STUDENTS

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

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 crdits:
For Postgraduate Programme (two years) : 90 credits; MBA- 120 credits;
For Integrated Programme (5 years) : 230 credits

Span of Period

a) Time = N+2 years for the completion of programme. Where 'N' stands for (UG 3 / PG 2) the normal or minimum duration prescribed for completion of the programme.

b) 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.

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

The above conditions are applicable to the Redo/Transfer/Readmission Candidates.

The CBCS-LOCF System: All Programmes shall be conducted through **Choice Based Credit System** (CBCS) and **Learning Outcomes Based Curriculum Framework** (LOCF). It is an instructional package developed to suit the needs of students to keep pace with the developments in higher education and the quality assurance expected of it in the light of liberalization and globalization in higher education.

OUR CURRIULAM

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

An academic year is divided into two Semesters. In each Semester, Courses are offered in 15 teaching weeks with 30 hours per week and the remaining weeks are to be utilized for conduct of examinations and evaluation purposes. 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
Project	Vivo-Voce – 20 Marks UG: 40% out of 20 Marks (i.e. 8) PG: 50% out of 20 Marks (i.e. 10)		Dissertation (Report) - 80 Marks UG: 40% out of 80 marks(i.e. 32) PG: 50% out of 80 marks(i.e. 40)	

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

8.2 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

CIA – CALCULATION FOR UG, PG, M. Phil, Diploma, PG Diploma

CIA THEORY – 100 (reduced to 25) MARKS

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

Question pattern For Internal Tests:

Max. Mark – 60 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

I and II UG Part II English (reduced to 40 marks)

Semester I,II,III and IV	Int Test I 60 marks (÷ by 3)	Int. Test II 60 marks (÷ by 3)	Seminar / Language Lab	Assignment / Workbook	Innovative Practices	Attendance	Total
Marks	20	20	20	20	10	10	100

UG and PG Practical (reduced to 40 marks)

Components	**Tests**		**Record Note and Viva (10 + 10)**	**Overall Performance**	**Attendance in Practical**	**Total**
	I	**II**				
Marks	30	30	20	10	10	100

Distribution of 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

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.

II. 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

(i) 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.

(ii) 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

(iii) 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.

(iv) While re–doing the Semester, the candidates should follow only the syllabus in force for the respective Semester.

(v) 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.

(vi A student can have at the most two break semesters for UG and one for PG during the entire period of the courses**.**

III. 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.

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 1 = 20 Marks
Part B Paragraph	5 Questions (Either or type) Answer not exceeding 300 words 1 question from each unit	5 x 5 = 25 Marks
Part C Essay Type	3 Questions out of 5 Answer not exceeding 1000 words . 1 Question from each unit	3 x 10 = 30 Marks
		Total = 75 Marks

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 use the mathematical, statistical or any other Table, (if required) **provided by the college** during the ESE.

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

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.

8.3 PROJECT AND INTERNSHIP

8.3.1 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 assinged . 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.

The Project will be evaluated by an internal and an external examiner. The candidate concerned will have to defend his/her Project through a Viva voce.

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). For the project report the maximum is 80 and the passing minimum for UG - 32 and PG – 40.

Viva-voce: Each candidate shall be required to appear for Viva-voce Examination in defense of the Project only. For the project viva voce the maximum is 20 and the passing minimum for UG - 8 and PG – 10.

8.3.2 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.

8.3.3 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.

8.4 VALUATION OF ANSWER SCRIPTS OF END SEMESTER EXAMINATIONS

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.

8.5 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/-

8.6 REVALUATION OR TRANSPARENCY FOR THE ESE (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)

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

8.7 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

8.8 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.

8.9 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.

8.10 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.

8.12 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.

8.13 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.

8.14 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 understand the 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.

8.15 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)

8.16 CERTIFICATES

8.16.1 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.

8.16.2 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.

8.16.3 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.

8.16.4 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.

8.16.5 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.

8.16.6 Downloads Forms

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/ Retoalling/ 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

9.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.

(i) Salient Features of CBCS

(ii) A few salient features of the CBCS are:

(a) Provides cafeteria approach to students to choose subjects they like.

(b) Unlimited academic flexibility.

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

(d) 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.

(e) To provide value and ethical based education, participation in ports/NSS/NCC/extension activities are made compulsory.

(iii) Credits needed to qualify

Total credits to be earned to qualify for award of respective degrees

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	99
(ii) Allied	6	3 – 4	
(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 up to 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 CCGPA		**Total Credits**	**140**

2. Programme Structure – PG

Components	**No. of Courses**	**Credits Per 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**	**90**

Note: For MBA 120 credits

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

9.3 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.

9.4 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	

9.5 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).

Grade Point Average (GPA)	**Weighted Average Marks (WAM)**
$\frac{\sum_{course} (\text{Grade Point X Credit})}{\sum_{course} \text{Credit}}$	$\frac{\sum_{course} (\text{Marks X Credit})}{\sum_{course} \text{Credit}}$
Cumulative Grade Point Average (CGPA)	**Cumulative Weighted Average Marks (CWAM)**
$\frac{\sum_{sem}\sum_{course} (\text{Grade Point X Credit})}{\sum_{sem}\sum_{course} \text{Credit}}$	$\frac{\sum_{sem}\sum_{course} (\text{Marks X Credit})}{\sum_{sem}\sum_{course} \text{Credit}}$

10. 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. Environment 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. New courses : 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 developed by internally. Arrear and M. Phil exams – Through e-mail id.		2021-2022 New courses: B.Sc. Aviation; B.Com BPM and B.Com BA Odd Semester : Online Mode Conducted in Feb22 Even Semester: Offline Question Pattern Changed : – MCQ (20), Paragraph and Essay type. CIA: one more component innovative component introduced for 10 marks. Questions setting and valuation externally. UG first 10 and PG first 5 Rank holders certificates issued from CoE office.
2022-2023 For all PG Programmes Generic Course is introduced in III Semester New Programmes: B.Com Financial Technology. Project evaluation: Passing minimum for Viva 20 and Report 80. For all UG Third B.Com.,B.Com.C.A.,B.Com.I.A., B.Com.P.A., B.Voc. A & T Introduced Bar Code Answer Sheets • New Core Committee for Examinations has been formed. • Exam Committee consisting of faculty from various departments was reconstituted. • Flying squad was constituted.		

• Grievance Redressal Committee was reconstituted. • Internal Tests: 3 session schedule changed to 2 sessions (Forenoon and Afternoon) • Bar code Answer sheets has been introduced to maintain the confidentiality of the Answer scripts. • OMR sheets for PART A reintroduced. • CIA Clearance and Revaluation were digitalised and regularised. • New Question paper Template with Revised Bloom's Taxonomy levels for Internal Tests and End Semester Examinations has been introduced. • A separate e-mail for Question papers was created and all Internal & End Semester Question Papers were received only through e-mail. Audio recording for students with disabilities to answer their exams instead of scribes has been implemented.		

Number of Programmes of Study:

Year	UG	PG	M.Phil.	Ph.D.	UG Diploma	PG Diploma	Certificate/ value added	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	14	12863
2022-2023	30	23	10	15				12970

11. PROGRAMMES OF STUDY - 2022

11.1 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).

11.1.1 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 The candidate who has passed Diploma in Commerce or Modern office Practice (3years) or equivalent awarded y Directorate of Technical Education / National Council of Vocational Training is eligible for lateral entry to 2nd year.
6	B.Com.– International Accounting	
7	B.Com.– Professional Accounting	
8	B.Com. - Strategic Finance	
9	B.Com. - Computer Applications	
10	B.Com. – Business Process Management	
11	B.Com. – Business Analytics	
12	B.Com. – Financial Technology	
13	B.B.A.	A pass in 10,+2
14	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. Computer Science	A Pass in 10,+2 with Mathematics as one of the core subject.
7	B.C.A.	
8	B.Sc. Actuarial Mathematical Science	A Pass in 10,+2 with Mathematics as one of the core subject.
9	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
10	B.Sc. Nutrition and Dietetics	A Pass in 10,+2 with Biology and Chemistry / Nursing/Nutrition in Vocational Stream
11	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

11.2 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.

11.2.1 PG PROGRAMMES OFFERED

(i) 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

(ii) 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. Env. Sciences	B.Sc. Chemistry, Botany, Zoology, Bio-Tech.
4.	M.L.I.S.	Any degree
5.	M.Sc. Physics	B.Sc. Physics with Mathematics as Allied
6.	M.Sc. Botany	B.Sc. Botany / Plant Sciences
7.	M.Sc. Zoology	B.Sc. Zoology / Environmental Zoology with Botany or Chemistry as Allied
8.	M.Sc. Computer Science	Any Degree (with Mathematics or Statistics at Plus Two level / as an allied subject / as major at Degree level)
9.	M.Sc. Data Science	Any Degree (with Mathematics or Statistics at Plus Two level / as an allied subject / as major at Degree level)

10.	M.Sc. Information Technology	Any Degree (with Mathematics or Statistics at Technology Plus Two level / as an allied subject / as major at Degree level) or B.E./ B.Tech. (Except Computer Science branch) / AMIE.
11.	MCA	B.Sc. Computer Science/ B.Sc. I.T. or BCA or B.Sc. with major Mathematics or Physics/Chemistry with Mathematics Allied
12.	M.Sc. Biotechnology	B.Sc. Botany / Biology / Microbiology / Zoology / Biotechnology /Biochemistry/ Chemistry with Botany or Zoology as Allied
13	M.Sc. 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

(iii) 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

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

11.3 ADD – ON PROGRAMMES

(i) Certificate Programmes :

Department	**Programme**
Tamil	**இதழியல் சான்றிதழ்க் கல்வி**
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
Department of Nutrition and Dietetics	Certificate Course in Bakery and Confectionary
	Certificate Course in Food Preservation
	Certificate Course in Fashion Designing
Information Technology	Certificate Programme in Audio and Video Editing

(ii) Diploma Programmes :

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

(iii) 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)
Environmental Sciences	PG Diploma in Integrated Solid Waste Management - Programme Description

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.

11.4 LIST OF NON MAJOR ELECTIVE COURSES IN UG

Students have to choose a course in III and IV semester from the list below. It must be out of his / her UG curriculum, that is they have to select from the other department, which is not related to his / her department. Other languages students (Hindi, Sanskrit, French) have to select either Basic Tamil or Advance Tamil only.

Sl. No.	Programme	Semester	Course Title
1	Tamil	III	பணித்தேர்வுப் பயன்பாட்டுத்தமிழ் - I
		IV	பணித்தேர்வுப் பயன்பாட்டுத்தமிழ் - II
2	History	III	The Working of Indian Constitution
		IV	India Today
3	Economics	III	Economic for Competitive Examinations – I
		IV	Economic for Competitive Examinations – II
4	English	III	Journalism
		IV	Professional English
5	Commerce	III	Introduction to Accountancy
		IV	Principles of Management
6	Commerce – CA	III	Accounting with Tally
		IV	Personal Finance
7	B.Com. - International Accounting	III	Human Resource Management
		IV	Entrepreneurial Development
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.Com. – Financial Technology	III	Introduction to Accountancy
		IV	Principles of Management
13	B.Voc. Accounting and Taxation	III	1.Introduction to Income Tax
		IV	2. Introduction to GST
14	B.B.A.	III	Fundamentals of Management
		IV	Fundamentals of Marketing
15	B.B.A. - Aviation and Ground Handling	III	Fundamentals of Management
		IV	Fundamentals of Marketing
16	B.S.W.	III	Mass Communication
		IV	Substance Abuse and Rehabilitation
17	Mathematics	III	Mathematics for Competitive Examinations
		IV	Statistical Applications(Practicals)

18	Physics	III	Electrical Appliances
		IV	Audio and Video Systems
19	Chemistry	III	Food and Nutrition
		IV	Principles of Medicinal Chemistry
20	Botany	III	Nursery Technology
		IV	Mushroom Cultivation
21	Zoology	III	Public Health and Hygiene
		IV	Industrial Zoology
22	Computer Science	III	E-Commerce
		IV	Digital Marketing
23	B.C.A.	III	1. Word Processing and Presentation
		IV	2. Data Analysis using Spreadsheets
24	Biotechnology	III	Basic of Biotechnology
		IV	Skilled Development and Opportunities in Biotechnology
25	Bioinformatics	III	Basic Bioinformatics
		IV	Basic Structural Bioinformatics
24	Nutrition and Dietetics	III	Basic in Nutrition
		IV	Diet in Health and Disease
26	Actuarial Mathematical Science	III	Introduction to 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 10^{th} or 12^{th} std.	III	Advance Tamil - I
		IV	Advance Tamil - II

11.5 PART – V EXTENSION AND EXTRA CURRICULAR ACTIVITIES

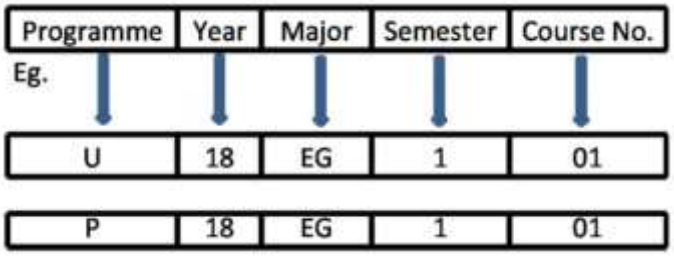
All under-graduate students should enrolled themselves in any one of the following extra curricular activities.

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)		

12. SUBJECT CODE FIXATION FOR UG & PG PROGRAMME

U	UG Programme
P	PG Programme
I	Integrated Programme
M	M.Phil. Programme
C	Certificate Programme
D	Diploma Programme
PD	PG Diploma Programme
18	Refers to the year of revision
1	Refers to Semester
TM	Tamil
HD	Hindi
FR	French
SK	Sanskrit
EG	English
L	Language
HS	History
EC	Economics
CM	Commerce
CC	B.Com. - Computer Applications
CI	B.Com. - International Accounting
CP	B.Com. - Professional Accounting
SF	B.Com. - Strategic Finance
BA	B.Com. - Business Analytics
BP	B.Com. - Business Process Management
FT	B.Com. - Financial Technology
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 Taxtation
IT	Information Technology
VC	Visual Communication
Y	Allied Course
Z	Applied Course
P	Practical
EST	Environmental Studies
VLO	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

ADD ON COURSE FIXATION

Programme	Extra Credit	Year (2019)	**Major**	Sem.	Self Study/ Online/ Internship	Course No
			Eg.			
U	X	9	CM	2	**S O I**	**A,B,C.. 1,2,3.. 1,2,3..**
P	X	9	CH	4	**S O I**	**A,B,C.. 1,2,3.. 1,2,3..**

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

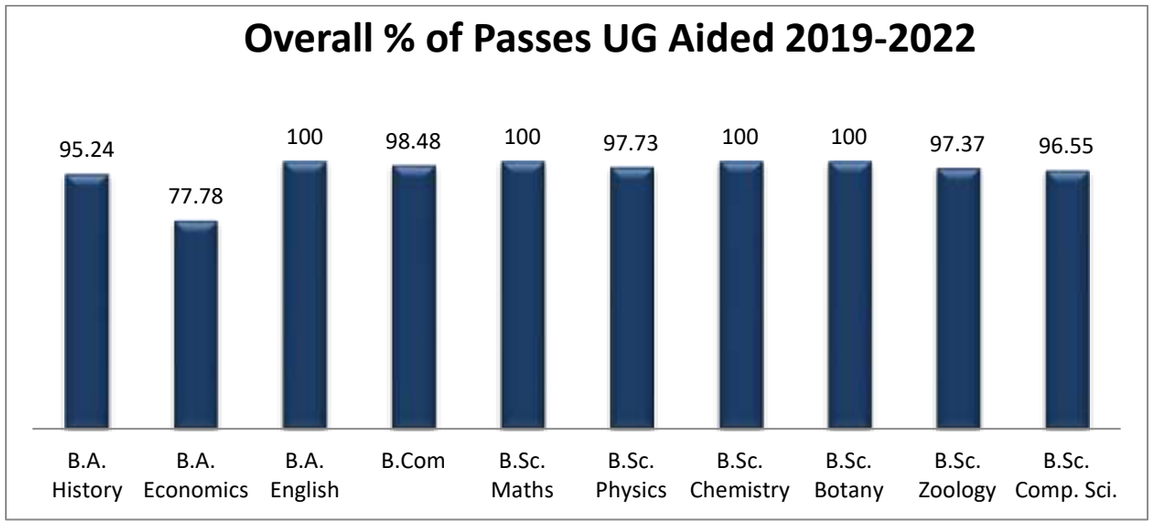
Sl.No.	Programme			M.PHIL
1	Tamil	UTM	PTM	MTM
2	English	UEG	PEG	MEG
3	History	UHS	PHS	--
4	Economics	UEC	PEC	--
5	Commerce	UCM	PCM	MCM
6	Commerce Computer Applications	UCC	--	--
7	Commerce International Accounting	UCI	--	--
8	Commerce Professional Accounting	UCP	--	--
9	Strategic Finance	USF	--	--
10	Financial Technology	UFT	--	--
11	Business Administration	UMS	PMS	MMS
12	Aviation and Ground Handling	UAG	--	--
13	Mathematics	UMA	PMA	MMA
14	Physics	UPH	PPH	MPH
15	Chemistry	UCH	PCH	MCH
16	Botany	UBY	PBY	--
17	Zoology	UZY	PZY	--
18	Computer Science	UCS	PCS	MCS
19	Computer Applications	UCA	PCA	--
20	Data Science	--	PDS	--
21	Biotechnology	UBT	PBT	--
22	Bioinformatics - Integrated	--	IBI	--
23	Nutrition and Dietetics	UND	--	--
24	Food Science and Nutrition	--	PFS	--

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

OFFICE OF THE CONTROLLER OF EXAMINATIONS
BISHOP HEBER COLLEGE (AUTONOMOUS)

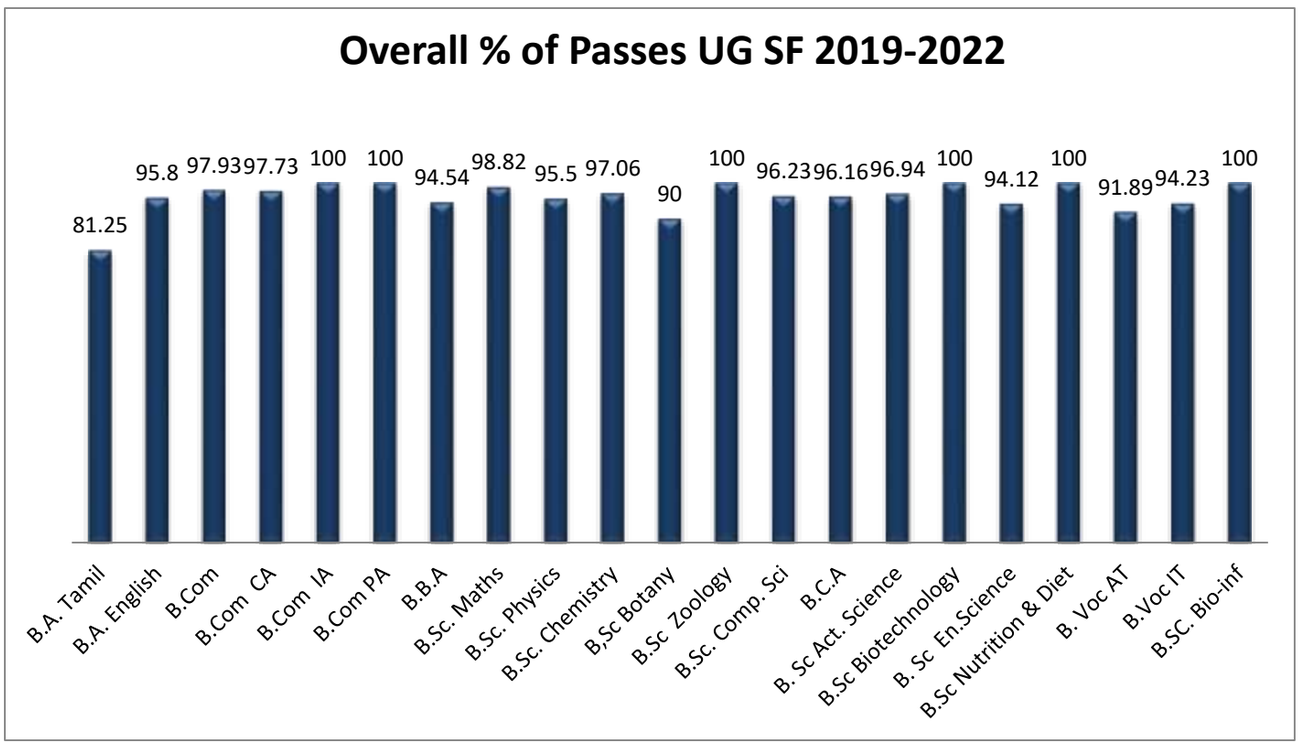
19. OVERALL PERFORMANCE (2019-2022 BATCH) – APRIL & JUNE 2022 – UG PROGRAMMES - Aided

Sl. No.	Programme	ON Roll	Appeared	Over all Pass	Overall %
1	B.A. History	64	63	60	95.24
2	B.A. Economics	59	54	42	77.78
3.	B.A. English	66	66	66	100.00
4	B.Com	66	66	65	98.48
5	B.Sc. Maths	44	44	44	100
6	B.Sc. Physics	45	44	43	97.73
7	B.Sc. Chemistry	51	51	51	100
8	B.Sc. Botany	40	39	39	100
9.	B.Sc. Zoology	42	38	37	97.37
10.	B.Sc. Comp. Sci.	59	58	56	96.55



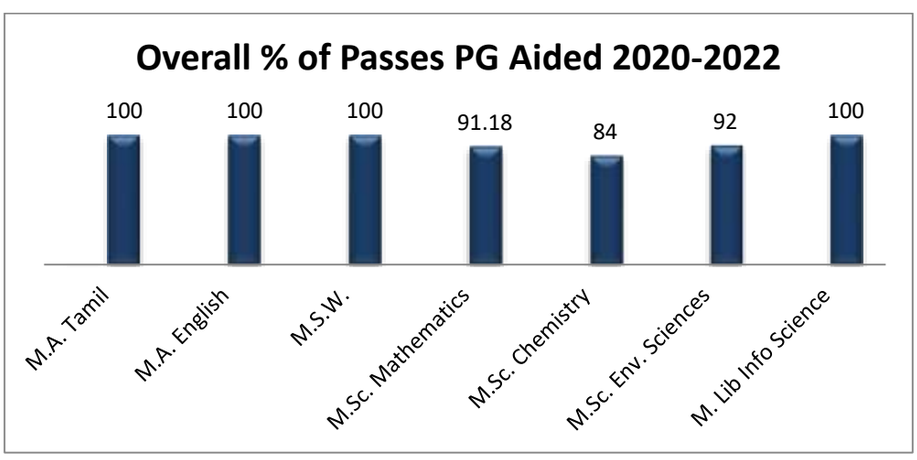
OVERALL PERFORMANCE (2019-2022 BATCH) – APRIL & JUNE 2022 – UG PROGRAMMES - SF

Sl. No.	Programme	ON Roll	Appeared	Over all Pass	Overall %
1	B.A. Tamil	41	32	26	81.25
2	B.A. English	121	119	114	95.80
3	B.Com	495	482	472	97.93
4	B.Com CA	133	132	129	97.73
5	B.Com IA	41	41	41	100
6	B.Com PA	63	63	63	100
7	B.B.A	243	238	225	94.54
8	B.Sc. Maths	172	169	167	98.82
9	B.Sc. Physics	113	111	106	95.50
10	B.Sc. Chemistry	106	102	99	97.06
11	B,Sc Botany	23	20	18	90.00
12	B.Sc Zoology	22	20	20	100.00
13	B.Sc. Comp. Sci	401	398	383	96.23
14	B.C.A	371	365	351	96.16
15	B. Sc Act. Science	98	98	95	96.94
16	B.Sc Biotechnology	91	90	90	100
17	B. Sc En.Science	34	34	32	94.12
18	B.Sc Nutrition & Diet	43	43	43	100.00
19	B. Voc AT	37	37	34	91.89
20	B.Voc IT	55	52	49	94.23



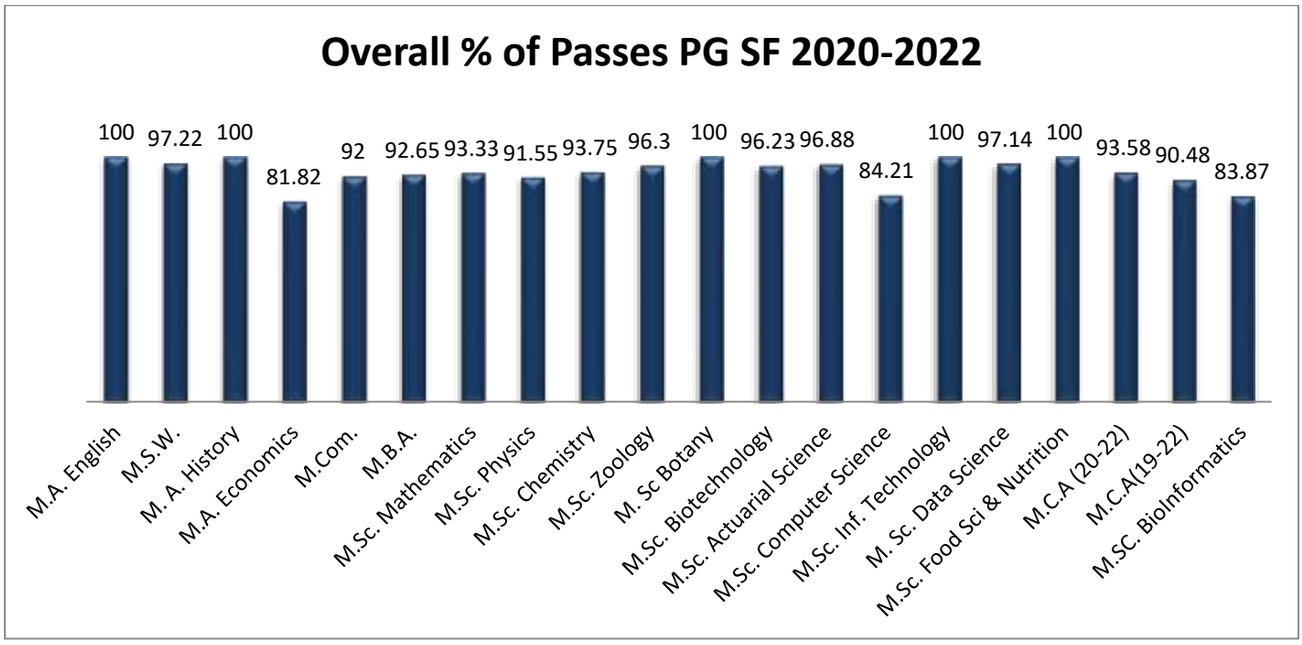
OVERALL PERFORMANCE (2020-2022 BATCH) – APRIL & JUNE 2022 – PG PROGRAMMES - Aided

SL. No.	Programme	On Roll	Appeared	Over all Pass	Overall %
1	M.A. Tamil	06	06	06	100.00
2	M.A. English	43	43	43	100.00
3	M.S.W.	32	32	32	100.00
4	M.Sc. Mathematics	34	34	31	91.18
5	M.Sc. Chemistry	25	25	21	84.00
6	M.Sc. Env. Sciences	28	25	23	92.00
7	M. Lib Info Science	17	17	17	100



OVERALL PERFORMANCE (2020-2022 BATCH) – APRIL & JUNE 2022 – PG PROGRAMMES – SF

SL. No.	Programme	On Roll	Appeared	Over all Pass	Overall %
1	M.A. English	57	57	57	100.00
2	M.S.W.	36	36	35	97.22
3	M. A. History	12	11	11	100.00
4	M.A. Economics	12	11	09	81.82
5	M.Com.	52	50	46	92
6	M.B.A.	139	136	126	92.65
7	M.Sc. Mathematics	91	90	84	93.33
8	M.Sc. Physics	72	71	65	91.55
9	M.Sc. Chemistry	33	32	30	93.75
10	M.Sc. Zoology	27	27	26	96.30
11	M. Sc Botany	34	32	32	100
12	M.Sc. Biotechnology	55	53	51	96.23
13	M.Sc. Actuarial Science	33	32	31	96.88
14	M.Sc. Computer Science	117	114	96	84.21
15	M.Sc. Inf. Technology	26	24	24	100
16	M. Sc. Data Science	36	35	34	97.14
17	M.Sc. Food Sci & Nutrition	29	29	29	100
18	M.C.A (20-22)	191	187	175	93.58
19	M.C.A(19-22)	22	21	19	90.48
20	M.SC. BioInformatics	34	31	26	83.87

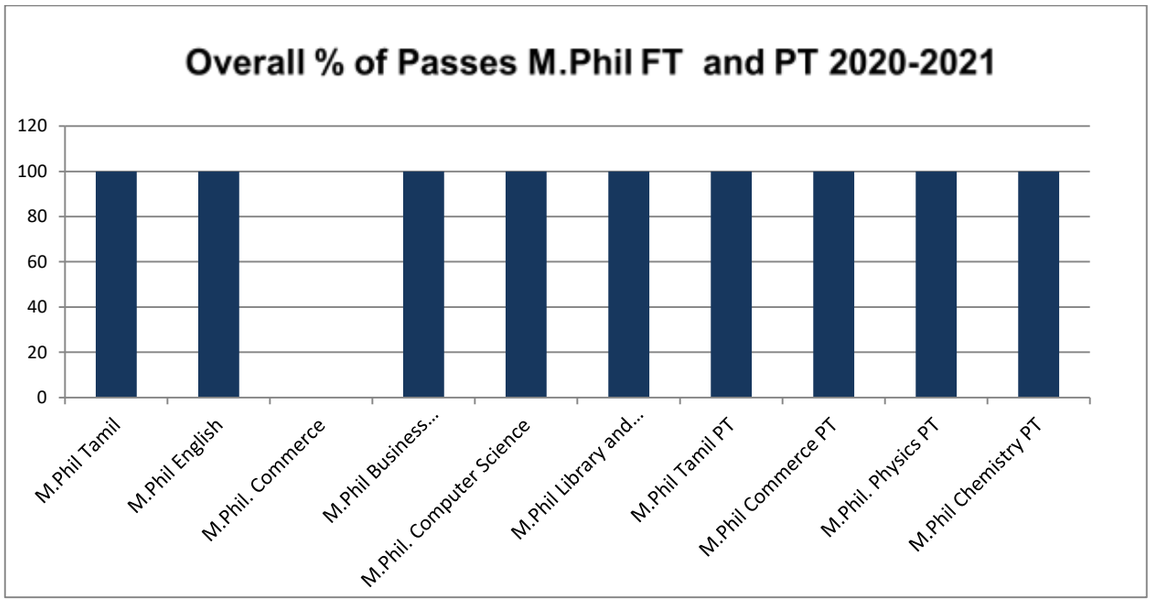


OVERALL PERFORMANCE - M.Phil Full Time (2020-2021 BATCH) August 2021

SL. No.	Programme	On Roll	Appeared	Over all Pass	Overall %
1	M.Phil Tamil	2	2	2	100%
2	M.Phil English	7	4	4	100%
3	M.Phil. Commerce	1	-	-	-
4	M.Phil Business Administration	3	3	3	100%
5	M.Phil. Computer Science	3	3	3	100%
6.	M.Phil Library and Information Science	1	1	1	100%

OVERALL PERFORMANCE M.Phil Part Time (2019-2021 BATCH) Dec 2021

SL. No.	Programme	On Roll	Appeared	Over all Pass	Overall %
1	M.Phil Tamil	16	16	16	100%
2	M.Phil Commerce	1	1	1	100%
3	M.Phil. Physics	3	3	3	100%
4	M.Phil Chemistry	8	8	8	100%

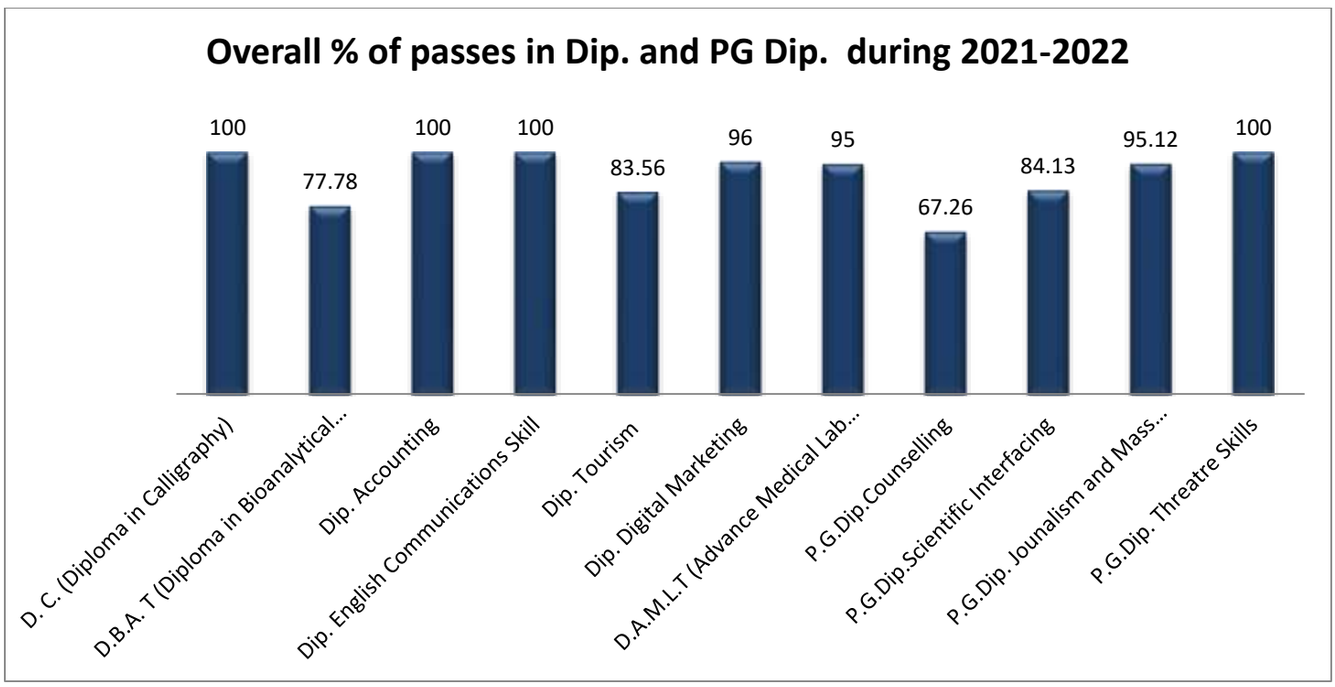


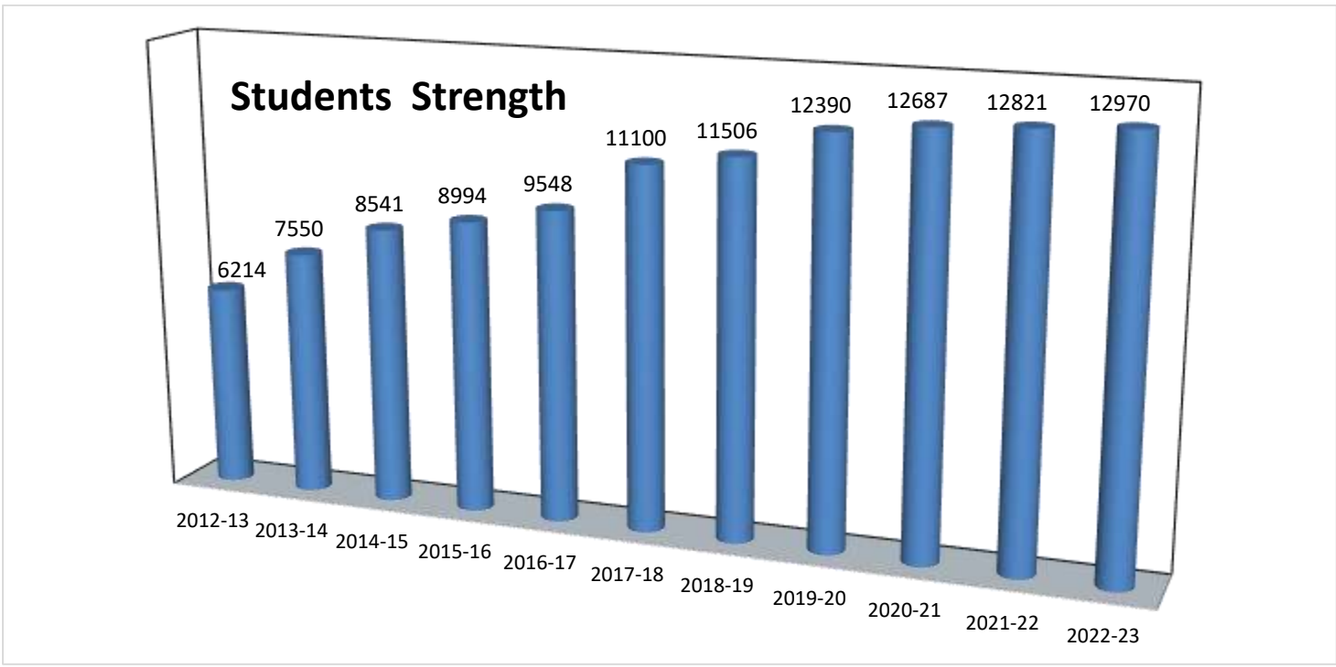
OVERALL PERFORMANCE (2021-2022 BATCH) – UG DIPLOMA PROGRAMMES

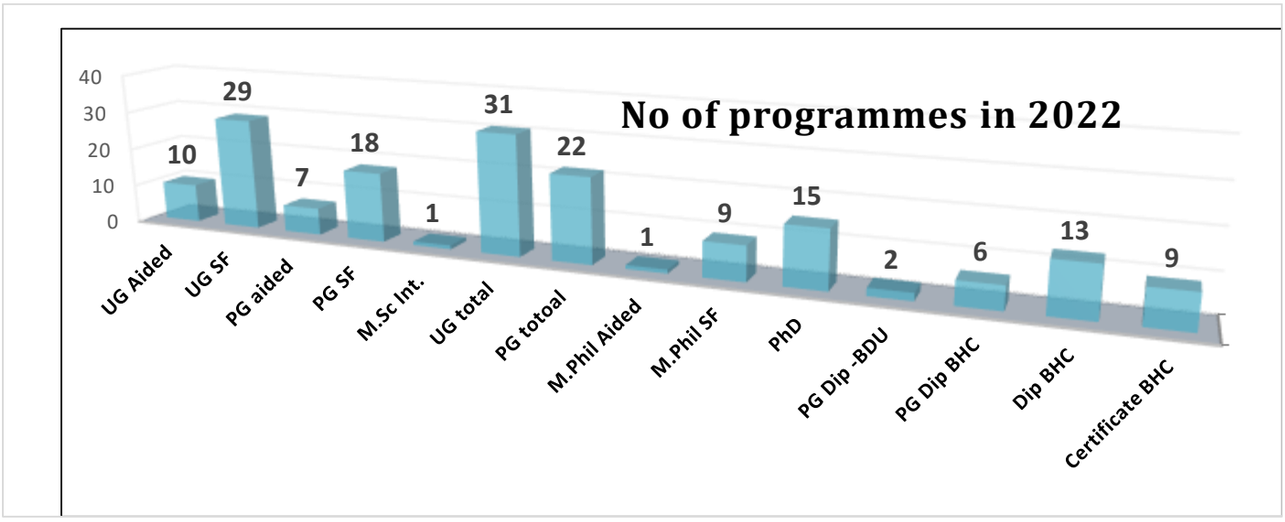
SL. No.	Programme	On Roll	Appeared	Over all Pass	Overall %
1	D. C. (Diploma in Calligraphy)	18	18	18	100
2	D.B.A. T (Diploma in Bioanalytical Techniques)	36	36	28	77.78
3.	Dip. Accounting	36	30	30	100
4.	Dip. English Communications Skill	33	32	32	100
5.	Dip. Tourism	73	73	61	83.56
6.	Dip. Digital Marketing	25	25	24	96
7.	D.A.M.L.T (Advance Medical Lab Tech.)	20	20	19	95

OVERALL PERFORMANCE (2021-2022 BATCH) – PG DIPLOMA PROGRAMMES

SL. No.	Programme	On Roll	Appeared	Over all Pass	Overall %
1	P.G.Dip. Counselling	76	73	71	67.26
2	P.G.Dip. Scientific Interfacing	65	63	53	84.13
3.	P.G.Dip. Journalism and Mass Communications	43	41	39	95.12
4.	P.G.Dip. Theater Skills	33	32	32	100




Students Strength
6214
7550
8541
8994
9548
11100
11506
12390
12687
12821
12970
2012-13
2013-14
2014-15
2015-16
2016-17
2017-18
2018-19
2019-20
2020-21
2021-22
2022-23


No of programmes in 2022
40
30
20
10
0
10
29
7
18
1
31
22
1
9
15
2
6
13
9
UG Aided
UG SF
PG aided
PG SF
M.Sc Int.
UG total
PG totoal
M.Phil Aided
M.Phil SF
PhD
PG Dip -BDU
PG Dip BHC
Dip BHC
Certificate BHC

‘

BISHOP HEBER COLLEGE (Autonomous)
Tiruchirappalli-620 017

20. BHARATHIDASAN UNIVERSITY RANK HOLDERS – PASSED OUT IN APRIL 2021

(A) UG PROGRAMMES (AIDED) - 2018 – 2021

S. No.	Roll No.	Name of the student	Programme	Rank
1	181105002	AKIL SHIV ANI TMK	B.COM	1
2	181114067	VIGNESH S	B.SC. COMPUTER SCIENCE	1
3	181102020	DHIVYABHARATHI K	B.A. ENGLISH	2
4	181108057	SREE AYSWARYAA KS	B.SC. PHYSICS	2
5	181104004	AGNUS INFANTA B	B.A.. ECONOMICS	3
6	181110037	PRABHAVATHY S	B.SC. BOTANY	6
7	181111030	NIVEDHA S	B.SC. ZOOLOGY	6
8	181103047	SHALINI P	B.A. HISTORY	10
9	181107035	LAKSHMI SHREE R	B.SC. MATHEMATICS	23

(B) UG PROGRAMMES (SELF-FINANCING) - 2018 – 2021

S. No.	Roll No.	Name of the student	Programme	Rank
1	185116119	NAGAMANI B	B.SC. ENVIRONMENTAL SCIENCE	1
2	185109136	POOVITHA RS	B.SC. CHEMISTRY	4
3	185125168	SIVAPRIYA K	B.COM. COMPUTER APPLICATIONS	6
4	185126136	RAMYA R	B.SC.NUTRITION AND DIETETICS	9
5	185117125	NEEJA R	B.SC. BIOTECHNOLOGY	12
6	185101134	SUDARVIZHI M K	B.A. TAMIL	17
7	185118207	ADITH RAJ M	B.B.A	23

Bharathidasan University Rank Holders UG Passed out in April 2021

Akil Shivani T M K
181105002
B.Com
Rank – 1

Vignesh S
181114067
B.Sc. Computer Science
Rank – 1

Dhivyabharathi k
181102020
B.A. English
Rank – 2

Sree Ayswaryaa K S
181108057
B.Sc. Physics
Rank – 2

Agnus Infanta B
181104004
B.A. Economics
Rank – 3

Prabhavathy S
181110037
B.Sc. Botany
Rank – 6

Nivedha S
181111030
B.Sc. Zoology
Rank – 6

Shalini P
181103047
B.A. History
Rank – 10

Lakshmi Shree R
181107035
B.Sc. Mathematics
Rank – 23

Nagamani B
185116119
B.Sc. Env. Scs.
Rank – 1

Poovitha R S
185109136
B.Sc. Chemistry
Rank – 4

Sivapriya K
185125168
B.Com. Comp. Appli.
Rank – 6

Ramya R
185126136
B.Sc. Nutrition and Dietetics
Rank – 9

Neeja R
185217125
B.Sc. Biotechnology
Rank – 12

Sudarvizhi M K
185101134
B.A. Tamil
Rank – 17

Adith Raj M
185118207
B.B.A.
Rank – 23

(C) PG PROGRAMMES (AIDED) - 2019 – 2021

S. No.	Roll No.	Name of the student	Programme	Rank
1	191207026	MAHASHRI N	M.SC. MATHEMATICS	1
2	191212010	MAHESWARIJIVI V S	M.LIB.I.SC.	2
3	191201006	KASTHURI P	M.A. TAMIL	5

(D) PG PROGRAMMES (SELF-FINANCING) - 2019 – 2021 & MCA 2018-2021

S. No.	Roll No.	Name of the student	Programme	Rank
1	185213105	INFANT MARINA VINCENT	M.C.A	1
2	195211134	ZEEBUL TRINITA SHANNAN P	M.SC. ZOOLOGY	1
3	195215110	KEERTHANA M	M.SC.INFORMATION TECHNOLOGY	1
4	195206111	LINDA MATHEW	M.S.W	2
5	195204103	NETAJI S R	M.A. ECONOMICS	2
6	195218150	MONISHA A	M.B.A	2
7	195203103	OVIYA S	M.A. HISTORY	5
8	195209128	SNEKA C	M.SC. CHEMISTRY	9
9	195208220	RAMA KARTHIGA S	M.SC. PHYSICS	10
10	195205154	AARTHY P	M.COM	11
11	195214141	RAJATHI S	M.SC. COMPUTER SCIENCE	12

Bharathidasan University Rank Holders PG Passed out in April 2021

Mahashri N
191207026
M.Sc. Mathematics
Rank – 1

Maheswarijivi V S
191212010
M.Lib.I.Sc.
Rank – 2

Kasthuri P
191201006
M.A. Tamil
Rank – 5

Infant Marina Vincent
185213105
M.C.A.
Technology
Rank – 1

Zeebul Trinita Shannan P
195211134
M.Sc. Zoology

Rank – 1

Keerthana M
195215110
M.Sc. Information

Rank – 1

Linda Mathew
195206111
M.S.W.
Rank – 2

Netaji S R
195204103
M.A. Economics
Rank – 2

Monisha A
195218150
M.B.A.
Rank – 2

Oviya S
195203103
M.A. History
Rank – 5

Sneka C
195209128
M.Sc. Chemistry
Rank – 9

Rama Karthiga S
195208220
M.Sc. Physics
Rank - 10

Aarthy P
195205154
M.Com.
Rank – 11

Rajathi S
195214141
M.Sc. Computer Science
Rank – 12

21. Other Details

21.1 Fee Structure (UG)

ONLINE PAYMENT

S. No	Programmes		Fees to be Paid (for Regular Courses) Rs.		
			I Year	II Year	III Year
1.	**B. A. Tamil.**		725	825	725
2.	**B.A History.**		725	825	750
3.	**B.A Economics.**		725	825	750
4.	**B.A English.**		725	825	825
5.	**B.Com.**		725	850	750
6.	**B.Com. Comp. Application.**		750	875	750
7.	**B. Com. International Accounting.**		725	850	725
8.	**B. Com. Professional Accounting.**		725	850	750
9.	**B.Com. Strategic Finance.**		725	850	775
10.	**B.Com. Business Process Management**		725	850	***
11.	**B.Com Business Analytics.**		750	850	***
12.	**B.Com. Financial Technology**		725	***	***
13.	**B.S.W.**		725	825	***
14.	**B.B.A.**		725	850	750
15.	**B.B.A. Aviation & Ground Handling.**		725	850	725
16.	**B. Sc. Mathematics.**		825	850	850
17.	**B. Sc. Actuarial Mathematical Science.**		825	850	750
18.	**B. Sc. Physics.**		725	750	1000
19.	**B. Sc. Chemistry.**	**Allied Mathematics**	850	750	950
		Allied Zoology	850		
20.	**B. Sc. Botany.**		750	750	875
21.	**B. Sc. Zoology.**		750	875	875
22.	**B. Sc. Computer Science.**		850	750	900
23.	**B.C.A.**		750	850	775
24.	**M. Sc. Bioinformatics (Integrated)**		850	750	875
25.	**B. Sc. Biotechnology.**		850	750	850
26.	**B. Sc. Nutrition and Dietetics.**		850	750	850
27.	**B. Sc. Environmental Science.**		1050	1050	1050
28.	**B. Sc. Aviation.**		825	1050	***
29.	**B. Voc. Accounting & Taxation**		850	975	950
30.	**B. Voc. Information Technology**		1200	1075	975
31.	**B.Voc. Visual Communication.**		1100	975	975

Fee Structure (PG)

ONLINE PAYMENT

S. No	Programmes	Fees to be Paid (for Regular Courses) – Rs.	
		I Year	II Year
01.	M.A Tamil.	1125	1125
02.	M.A. English.	1125	1125
03.	M. A History.	1125	1125
04.	M. A. Economics.	1125	1125
05.	M.Com.	1125	1125
06.	M.S.W.	1525	1325
07.	M.B.A.	2425	3325
08.	M. Sc Mathematics	1125	1125
09.	M. Sc Physics	1175	1175
10.	M. Sc Chemistry	1625	1425
11.	M. Sc Botany	1325	1325
12.	M. Sc Zoology	1425	1375
13.	M. Sc Environmental Sciences	1475	1475
14.	M.Lib.I.Sc	1125	1125
15	M. Sc Biotechnology	1425	1425
16	M. Sc Actuarial Science	1125	1125
17	M. Sc Computer Science	1325	1325
18	M. Sc Information Technology	1325	1325
19.	M.C.A	2525	2225
20	M. Sc .Bioinformatics (Integrated)	1325	1325
21	M.Sc. Data Science	1525	1525
22.	M.Sc. Food Science and Nutrition	1325	1725

21.2 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

21.3 Total Number of Systems in Lab Wise

SL.NO.	LAB NAME	CONFIGRATION	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 . 192.168.23.78	
12	UG PHYSICS LAB	13 LENOVO, 2GB RAM, 500GB HDD,LED DISPLAY	35	192.168.11.51 192.168.11.85	
13	LIBRARY LAB FIRST FLOOR	DELL SYSTEM	15	192.168.13.75 192.168.13.90	
		TOTAL SYSTEMS	**903**		

21.4 Student Strength Academic year – 2022 - 2023

2022-2023						
Department (UG)	**1st Year**	**2nd Year**	**3rd Year**	**Department (PG)**	**1st Year**	**2nd Year**
B.A Tamil	40	30	40	M.A Tamil	16	19
B.A English	181	160	179	M.A English	125	88
B.A History	64	81	62	M.A History	16	11
B.A Economics	56	76	64	M.A Economics	18	16
B.Com.	541	633	588	M.Com.	45	49
B.Com CA.	133	158	146	M.Lib.I.Sc.	15	14
B.Com I.A.	65	58	57	M.S.W.	65	89
B.Com P.A.	72	75	72	M.B.A.	82	139
B.Com - S.F.	53	42	57	M.Sc Mathematics	120	141
B.Com – B.P.M.	65	62	***	M.Sc Physics	73	69
B.Com – B.A.	70	62	***	M.Sc Chemistry	58	59
B.Com – F.T.	26	***	***	M.Sc Botany	33	31
B.S.W.	65	29	***	M.Sc Zoology	23	22
B.Sc Mathematics	134	125	208	M.Sc Computer Science	149	152
B.Sc Physics	104	94	129	M.C.A.	110	205
B.Sc Aviation	18	18	***	M.Sc. Data Science	49	45
B.Sc Chemistry	146	140	131	M.Sc. Information Technology	45	38
B.Sc Botany	56	31	61	M.Sc. Actuarial Science	48	41
B.Sc Zoology	79	49	76	M.Sc. Environmental Sciences	23	16
B.Sc Com.Science	483	456	421	M.Sc. Biotechnology	59	51
B.C.A.	389	345	379	M.Sc. Bioinformatics	39	47
B.B.A.	265	286	257	M.Sc. Food Science and Nutrition	34	31
B.B.A – Aviation G.H.	55	52	17	**Total**	**1245**	**1373**
B.Sc. Biotechnology	87	88	86			
B.Sc. Bioinformatics	60	36	54			
B.Sc Actuarial Mathematical Science	51	46	67			
B.Sc. Environmental Sciences	40	27	40			
B.Sc. Nutrition Dietetics	38	38	44			
B.Voc. Accounting Taxation	33	53	44			
B.Voc. Information Technology	66	43	57			
B.Voc Visual Communication	46	35	43			
Total	**3581**	**3428**	**3379**			