

OFFICE OF THE CONTROLLER OF EXAMINATIONS

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

For Undergraduate Programme (Three Years) :140 credits

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

CONTINUOUS INTERNAL ASSESSMENT (CIA):

I. INTERNAL TESTS:

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

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

QUESTION PATTERN OF CIA

PARTICULARS	Maximum Marks : 60	Duration : 2 Hours
PART - A	40 Multiple Choice Questions	40x½=20 Marks
PART - B	4 Questions (Either or Type) Short Answer Answer not exceeding 300 words	4x5=20 Marks
PART - C	2 Questions out of 3 Essay Type Answer not exceeding 1000 words	2x10=20 Marks
TOTAL		60 Marks

Absentees for Internal Tests:

Students who absent themselves for either of the two tests or both will lose the marks for the respective test or tests. However, if a student is not able to write the Internal Test I because of his/her participation in an important event related to NCC, NSS or Games/Sports representing the College/University, the student has to get the prior permission of the Principal through the proper channel and submit the same to the Office of the Controller of Examinations. Retest request should be submitted to the COE's Office within **7 days after the completion of I Internal test. Applications submitted after the deadline will not be considered for retest. There is no retest for Internal Test II.**

II. COMPONENTS OF CIA:

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

	Passing minimum in CIA	Passing minimum in ESE

	Theory(25 marks)	Practical(40 marks)	Theory(75marks)	Practical(60marks)
UG	10	16	30	24
PG	13	20	38	30

*Programme refers to core degrees offered in various disciplines

*Course refers to various courses offered under the degree programme

CIA – CALCULATION

a) THEORY – 100 (reduced to 25) MARKS

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

b) PRACTICALS – 100 (reduced to 40) MARKS

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

c) Attendance: 20 / 10 marks

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

For UG Programme

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

For I PG Programme

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

d) Library Hours for I PG students

1. First year students of PG programmes have to spend a minimum of 30 hours in the College library in a semester and maintain a record for the core and core elective courses.
2. Students must swipe their ID cards at the entrance of the library when they enter and exit the library. The cumulative time of they spend in the library is automatically calculated.
3. Marks will be awarded as follows:

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

e) Consolidation of CIA

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

f) CIA IMPROVEMENT RULES (To reappear in CIA)

CIA can be cleared by improving the CIA marks in the subsequent semesters for a maximum of 3 courses. If a student has 4 or more courses for CIA improvement, he/she can clear them only after the completion of the programme. To clear CIA, students have to submit an application form to the COE's office within 20 days from the date of results published. A fee of Rs.200/- per course has to be paid.

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

III. SHORTAGE OF ATTENDANCE-CONDONATION& RE-DO SEMESTER

Shortage of Attendance	
Upto 25%	Eligible to write ESE
26% to 35%	College Condonation
36% to 50%	University Condonation (Medical Certificate has to be produced)
Below 50%	Not eligible to write ESE

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

IV. 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 courses (theory & practical) of the UG and PG programmes will be set for 100 marks. The answer scripts will be evaluated for 100 marks and marks scored by the students will be reduced to a maximum of 75 and 60 marks for theory and practicals respectively.
3. The students must bring the Hall Ticket and their College ID card to every session of the End Semester Examinations for verification.
4. Students can bring into the Examination Hall only ordinary Scientific / Engineering calculators. They can use the mathematical, statistical or any other Table, (if required) **provided by the College** during the ESE.
Students are not allowed to bring programmable calculators / mobile phones or any other electronic communication devices or unwanted materials into the examination hall.

5. **Grievances Regarding End Semester Examinations Question Papers**

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

6. **End Semester Examinations Arrears**

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

7. **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. Valuation of Answer Scripts of End Semester Examinations.

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

9. Tatkal System

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

Fee for Mark Statement : Rs. 200 / -

Fee for Consolidated Mark Statement : Rs. 300 / -

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

10. Revaluation for the End Semester Examinations (UG and PG)

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

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

Fee for Revaluation : Rs. 300 / - (each course)

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

11. SUPPLEMENTARY (INSTANT) EXAMINATIONS:

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

- The final year UG / 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. 500

PG Programme – Rs. 750

Deadline for applying – within 15 days after the publication of ESE results.

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. For 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.

12. UNIVERSITY RANKING EXAMINATION (URE)

1. Bharathidasan University conducts University Ranking Examination (URE) for the toppers in every subject. First Rankers of all Autonomous colleges and the top 20 rank holders of the non-autonomous colleges (having passed their examinations in the first appearance within the prescribed duration of the programme; absence from an Examination shall not be taken as an attempt) are eligible to appear for URE.
2. The University Rank Examination consists of two questions Papers. The question papers of the examinations comprise of objective type questions covering the Core Courses in each of the Programmes generally followed by both autonomous / non-autonomous streams and also those programmes which are offered in more than one autonomous college.
3. The top scorers in this University Rank Examination would be declared as University Rank Holders, irrespective of their grades in their respective Semester Examinations.

13. DISCIPLINARY ACTION FOR MALPRACTICE:

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

14. TIME CEILING FOR COMPLETION OF DEGREE

The university permits UG and PG students to complete their course within two years from the completion of the programme. In exceptional circumstances, a further extension of one more year may be granted. The exceptional circumstances be spelt out clearly by the relevant statutory body of the college.

15. POSTPONEMENT OF EXAMINATION

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

16. M.PHIL

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

V. CHOICE BASED CREDIT SYSTEM (CBCS)

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

1. Programme Structure – UG

Components	No. of Courses	Credits per Course	Total Credits
Part I – Tamil/other languages	4	3	12
Part II – English	4	3	12
Part III			
(i) Core (including Practicals)	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 upto 10 or +2 but opt for other languages in degree programme	2	2	4
(iv) Skill Based Elective Course (SBEC)	3	2	6
(v) Soft 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)	4*	2*	

* Not Considered for Grand Total and CGPA

Total **140**

Credits means weightage given to each course of study

Skill Based elective course relates to advanced skill acquisition for industrial application.

Extension Activities – club activities like NCC, NSS, Sports, and others

2. Programme Structure – PG

Components	No. of Courses	Credits Per Course	Total Credits
Core (Including Practicals and Project)	14 – 17	4 – 5	60-70
Electives (Including Field work and Internship)	4	4 – 6	16-24
Non – Major Elective Courses (NMEC)	1	4	4

Value Education	1	2	2
Courses with Extra Credits (III / IV Semester)	2*	2*	

* Not Considered for Grand Total and CGPA

Total

90

Note: For MBA 120 credits and MCA 140 credits

3. Extra Credit (Self Study) Courses

- 1) The Extra Credit course is an optional and self-study course where no regular and formal contact hours are specified.
- 2) A student may choose one paper per semester during the V/III and or IV/VI Semesters.
- 3) There will be only internal valuation for UG and PG for this course without CIA.
- 4) A student passing an Extra Credit Course will be awarded 2 credits for that Course.
- 5) In case of failures, the student cannot reappear / re-take the Course as an arrear.
- 6) Failure in an Extra Credit Course will in no way affect the student's acquisition of his / her Degree.

Eligibility for Courses with Extra Credit:

Science Programme:

- i) Minimum 75% Marks in the first three semesters of Part III courses for UG
- ii) Minimum 75% Marks in the first two semesters for PG.

Arts Programme:

- i) Minimum 70% Marks in the first three semesters of Part III courses for UG
- ii) Minimum 70% Marks in the first two semesters for PG.

Project: Each student admitted to P.G programme of study should take up project work and "Report" should be submitted at the end of course of study for examination.

Internship: Specialized field training program attached to an industry for a specified period and submit "Internship Report" for examination.

IV. GRADING

Once the marks of the CIA and semester examinations for each course are available, they will be added.

The marks thus obtained will then be graded. From the second semester onwards the total performance within a semester and continuous performance starting from the first semester are indicated by Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA).

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

GRADING THE UG COURSES

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

GRADING THE PG COURSES

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

VII. Non Major Elective Courses in UG

Sl.No	Programme	Course Title
1	History	The Working of Indian Constitution
		India Today
2	Economics	Basic Economic Concepts for preparing Competitive Examinations – I
		Basic Economic Concepts for preparing Competitive Examinations – II
3	English	Journalism
		Functional English
4	Commerce	Principles of Commerce
		Principles of Management
5	Commerce – CA	Introduction to Accountancy
		Principles of Commerce
6	B.B.A.	Fundamentals of Management
		Fundamentals of Marketing
7	Mathematics	Mathematics for Competitive Examinations
		Statistical Applications(Practicals)
8	Physics	Simple Appliances
		Home Appliances

9	Chemistry	Food and Nutrition
		Principles of Medicinal Chemistry
10	Botany	Nursery Technology
		Mushroom Cultivation
11	Zoology	Public Health and Hygiene
		Glimpses of Zoology
12	Computer Science	Basics of Computer Programming
		Fundamentals of Information Technology
13	B.C.A.	Fundamentals of Web Design
		Working Principles of Internet
14	B.Sc. Bioinformatics	Basic Bioinformatics
		Basic Structural Bioinformatics
15	Actuarial Mathematical Science	Principles of Insurance
		Financial Markets in India
16	Other Language	Basic Tamil –I / Advance Tamil - I
		Basic Tamil –II / Advance Tamil - II
17	B.Sc. Env. Sc.	Global Warming and Climate Change
		Environmental Safety, Health and Management
18	B.Sc. Nutrition and Dietetics	Basic in Nutrition
		Diet in Health and Disease
19	B.Sc. Biotechnology	Basics of Biotechnology
		Applied Biotechnology

VIII. Non Major Elective Courses in PG

Sl.No	Programme	Course Titles
1	Tamil	தமிழகநாகரிகமும் பண்பாடும்
2	English	Writing for the Media
3	Social Work	Organizational Psychology
4	M.L.I.S.	E – Resources
5	Mathematics	Operations Research for Management
6	Chemistry	Chemistry for Healthy Living
7	Environmental Sciences	Environmental Management
8	Physics	Virtual Labs
9	History	Working of Indian Constitution
10	Actuarial Science	Actuarial Mathematics
11	Botany	Green Wealth
12	Commerce	Human Resource Development
13	Zoology	Zoology for Entrepreneurship
14	Biotechnology	Human and Environment
15	Information Technology	Programming the World Wide Web
16	Computer Science	Internet Technology
		Office and Visual Basic Programming
17	M.C.A.	Web Design
18	M.B.A	Fundamentals of Management
19	Bio-informatics	Database and Sequence Analysis