

OFFICE OF THE CONTROLLER OF EXAMINATIONS

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 credits

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

For Integrated Programme (5 years) : 230 credits

Choice Based Credits:

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

OUR 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

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

Evaluation system

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

PASSING MINIMUM:

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

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

I. 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 ONLINE

CIA Theory – 100 (reduced to 25) Marks

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

Internal Test Question Pattern for Theory Papers :

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

PRACTICALS – 100 (reduced to 40) Marks

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

Attendance: 10 Marks

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

CIA – CALCULATION FOR OFF LINE

CIA THEORY – 100 (Reduced to 25) Marks

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

Question Pattern for Internal Tests:

Max. Marks : 60 Max. Hours : 2 hours	Off Line	Duration : 2 Hours
Part A	<u>MCQ Type</u> : 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 1000 words 1 Question from each unit	2 x 10 = 20 Marks
		Total = 60 Marks

ABSENTEES FOR INTERNAL TESTS:

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

CONSOLIDATION OF CIA :

Consolidation of the marks of CIA should be done in the department within five days of the Second Internal Tests. CIA marks statements should be sent to the Office of the Controller of Examinations after being acknowledged and signed by the students. He / She Cannot Claim any Change in the marks after the mark statement has reached the COE's Office. If a student fails to get the passing minimum in CIA in a particular course he/she can improve the CIA in the subsequent semesters, however he/she is eligible to appear for the ESE in that course.

CIA IMPROVEMENT RULES (TO REAPPEAR IN CIA) :

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

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

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

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

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 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

INSTRUCTION FOR ONLINE EXAMINATION :

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

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

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

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

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

Time Management is your responsibility.

ESE - QUESTION PAPER PATTERN OFF LINE:

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

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.

5. PROJECT AND INTERNSHIP

5.1 PROJECT :

The project is a module that provides the students with the opportunity to design, undertake or conduct an independent / a group (preferably be 3 and not more than 5 students) , piece of research or study related to their Programme of Studies under the guidance of a supervisor. The project will carry minimum of 4 credits. A project report should be submitted as part of the module and this should be complemented with a project presentation and software demonstration. Repetition of projects will be rejected at any level.

Formation of project groups shall be done such that each group has representation of students with varying academic merit from best to average as well as mixed domain expertise.

Objectives of Project Work :

- (i) To train the student to independently formulate and solve a social , philosophical commercial, or technological problem and present the results in written and oral form.
- (ii) To expose students to the real life problems in the World of Work.
- (iii) To provide opportunities to students to interact with people and understand human relations

Evaluation of Project Work :

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

End Examination shall be based on Project Report, Presentation, Viva and Demonstration of the software.

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

5.2 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.

6. NON – SUBMISSION OF PROJECT / DISSERTATION :

All postgraduate students will submit their Project Reports at the end of the final semester, as part of their curriculum requirements. For any valid reason, if a student is not able to submit his/her project report, he/she will be given special extension period of one month for submitting it.

In such cases, the entire expense for conducting a separate viva-voce will be borne by the student. Otherwise, he/she can appear for the viva-voce at the end of the subsequent academic year.

7. 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. 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/-

9. REVALUATION OR TRANSPARENCY FOR THE END SEMESTER EXAMINATIONS (UG AND PG) :

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

- A candidate can apply for revaluation of a maximum of two theory courses of the current semester.
- The candidates should apply for revaluation in the prescribed form available in the Controller's Office through the HOD within **10 days** of the publication of the results.
- Those candidates who have failed but secured more than 50% of the passing minimum can apply for revaluation with or without getting the transparency of the answer scripts.
- Those candidates who have **passed** the external examination and those candidates who have failed in the external examination but secured less than 50% of the passing minimum in it, can apply for revaluation provided they get the transparency of the answer scripts and the recommendation of the HOD based on his / her evaluation of the transparency.

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

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

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

10. 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

11. 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.

12. 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.

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 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.

14. 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.

15. 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.

IV 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.

V 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 programme 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.

VI 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)

VII CHOICE BASED CREDIT SYSTEM (CBCS) :

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

Salient Features of CBCS

A few salient features of the CBCS are:

1. Provides cafeteria approach to students to choose subjects they like.
2. Unlimited academic flexibility.
3. Besides major and allied subjects, new subjects in the name of generic elective subjects are offered.
4. Scope for field/project work, internship, study tours, industrial visits, in-plant training. Skill & Ability enhancement courses, online course, Extra Departmental Courses and Add-on courses form as part of the curriculum.
5. To provide value and ethical based education, participation in Sports/NSS/NCC/extension activities are made compulsory.

Credits needed to qualify

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

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 upto 10 or +2 but opt for other languages in degree programme	2	2	4
(iv) Skill Based Elective Course (SBEC)	3	2	6
(v) Life Skills	1	1	1
Part - V			
(i) Extension Activities	1	1	1
(ii) Gender Studies	1	1	1
Courses with Extra Credit (V / VI Semester)	2*	2*	
* Not Considered for Grand Total and CGPA		Total Credits :	140

Note: For B.Voc. Programmes 180 credits

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 Credits : 90

Note: For MBA 120 credits

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

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.

3. 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., 1semester 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	

4.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 OF THE UG COURSES

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

GRADING OF THE PG COURSES

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

VIII 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	Functional English
5	Commerce	III	Introduction to Accountancy
		IV	Principles of Management
6	Commerce – CA	III	Accounting with Tally
		IV	Principles of Management
7	B.Com. - International Accounting	III	Principles of Commerce
		IV	Principles of Management
8	B.Com. - Professional Accounting	III	Introduction to Accountancy
		IV	Principles of Commerce

9	B.Com. - Strategic Finance	III	Organisational Behaviour
		IV	Business Etiquette and Corporate Grooming
10	B.Com. - Business Process Management	III	Principles of Commerce
		IV	Principles of Management
11	B.Com -Business Analytics	III	Principles of Commerce
		IV	Principles of Management
12	B.Voc. Accounting and Taxation	III	Introduction to Income Tax
		IV	Introduction to GST
13	B.B.A.	III	Fundamentals of Management
		IV	Fundamentals of Marketing
14	B.B.A. - Aviation and Ground Handling	III	Fundamentals of Management
		IV	Fundamentals of Marketing
15	B.S.W.	III	Mass Communication
		IV	Substance Abuse and Rehabilitation
16	Mathematics	III	Mathematics for Competitive Examinations
		IV	Statistical Applications(Practicals)
17	Physics	III	Electrical Appliances
		IV	Audio and Video Systems
18	Chemistry	III	Food and Nutrition
		IV	Principles of Medicinal Chemistry
19	Botany	III	Nursery Technology
		IV	Mushroom Cultivation
20	Zoology	III	Public Health and Hygiene
		IV	Industrial Zoology
21	Computer Science	III	E-Commerce
		IV	Cyber Security
22	B.C.A.	III	MS office - Word and Power Point
		IV	MS office - Excel
23	Biotechnology	III	Basic of Biotechnology
		IV	Applied Biotechnology
24	Bioinformatics	III	Basic Bioinformatics
		IV	Basic Structural Bioinformatics
25	Nutrition and Dietetics	III	Basic in Nutrition
		IV	Diet in Health and Disease
26	Actuarial Mathematical Science	III	Principles of Insurance
		IV	Financial Markets in India
27	Environmental Science	III	Global Warming and Climate Change
		IV	Environmental Safety, Health and Management
28	B.Sc. Aviation	III	Familiarization of Airport
		IV	Radio Telephony
29	Physical Education	III	Physical Education and Health Sciences
30	Other Language (Did not study Tamil in school education)	III	Basic Tamil –I
		IV	Basic Tamil –II
31	Other Language Studied Tamil upto 10 th or 12 th std.	III	Advance Tamil - I
		IV	Advance Tamil - II

IX CERTIFICATES

1. Provisional Certificate :

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

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

2. Procedure to be adopted to get Transcripts :

Candidates requiring Transcripts shall download the prescribed form and apply to the Controller of examinations along with a copy of the Consolidated Statement of marks and prescribed fees.

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

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

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

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

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

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

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

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

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

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

4. Ranking:

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

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

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

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

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

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

5. Convocation Procedure

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

DOWNLOADS

1. UG/PG Bio – Data
2. M.Phil Bio – Data
3. UG/PG Application For CIA Clearance
4. M.Phil Application Form For End Semester Examinations
5. Part V – Extension Activity Clearance
6. UG/PG – Application For Revaluation/ Retotaling/ Transparency of Valued Answer Scripts
7. UG/PG – Application For Supplementary Examinations
8. Proforma for Retest
9. Request for Redressal For Grievance In Examinations
- 10 Application For Tatkal Scheme
11. Application For Extension Of M.Phil. Dissertation
12. Application For Submission Of Dissertation To The Coe’s Office For Evaluation And Viva – Voce
13. Application To Enroll Internship As An Extra Credit
14. Application To Enroll Extra Credit Course
15. Application To Appeal Beside Declared Results

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