CAUVERY COLLEGE FOR WOMEN (AUTONOMOUS)

Nationally Accredited (III Cycle) with "A" Grade by NAAC

An Institution of Reddy Educational Trust, Annamalainagar

Trichirapalli-620018

Autonomy Manual Volume 1 – 2019

COAT OF ARMS

The college coat of arms heralds six symbols of ethnicity and pride. At its heart, the coat of arms bears the image of the Rockford, which symbolizes the geographical and cultural heritage of the city. A full bloomed lotus with a book on its top symbolizes intellectual blossoming and sustaining the purity of mind in the midst of adversities. The college is christened after the perennial river Cauvery which symbolizes youth, freshness, vigour and fulfilment. The legendary 'Rajagopuram' of the Srirangam Temple is the tallest gopuram in Asia and stands as a representation of lofty thoughts and deeds which the institution represents. The five faced lamp – "Kuthuvilakku" is a metaphoric representation of the light of knowledge dispelling the darkness of ignorance. The college aims to provide academic excellence, employability and self reliance. This aim of the institution is represented by the image of a graduated scholar.

The motto of the college is "Karka", "Nirka", which is inscribed in classical Tamil language. It is the essence of the famous Thirukkural couplet 391 written by the classical

poet Thiruvalluvar. "Karka" means "to acquire' (learning / knowledge) "Nirka" means 'to adopt, to apply' (the acquired learning).

Holistically, the coat of a arms stands for the empowerment of girls, who bloom and blossom inspite of adversities, graduate and aglow with the power of the acquired knowledge and conduct themselves accordingly, thereby bringing glory to the institution, to the society and to the nation at large.

THE VISION

Our vision is to promote Academic Excellence, inculcate qualities of Competence, Confidence and Excellence for Employability and developing Self Reliant individuals.

THE MISSION

❖ To impart higher education to women students from local and rural areas.

❖ To inculcate knowledge of high order and to instill a scientific approach in the students about information technology

❖ To make our wards aware of entrepreneurial development.

❖ To impart skills to the level of excellence and thus present a value system in the youth entrusted to us.

THE OBJECTIVES

❖ To empower students to participate in social, cultural and economic spheres and contribute positively to the upliftment of the society.

❖ To promote academic excellence by adopting customized learner focused/ centred methodologies.

❖ To develop self reliant and competent women by tapping and nurturing their potential through curricular and extracurricular activities.

❖ To provide skilled manpower by imparting in depth knowledge and keeping abreast with changing trends in technology.

❖ To inculcate the spirit of nationalism, uprightness and self confidence enabling them to become responsible members of the society and useful citizens of the nation.

GRADUATE ATTRIBUTES

➢ Create, Evaluate and Communicate knowledge through technology.

➢ Analyze, Interpret and Critically Examine concepts with an open-minded and logical perspectives.

➢ Augment and Foster domain specific knowledge

➢ Acquire Analytical Reasoning, quest for Research and inculcate Scientific Temperament

➢ Acquire Leadership Skills and Problem Solving Abilities to emerge as Team Leads

➢ Incorporate respectful interrelationships with Emotional Intelligence, Moral and Ethical Awareness

➢ Apply Knowledge, Values and add a compassionate touch to the underprivileged sections of the society

➢ Embrace National and Intercultural Perspectives

➢ Emerge as Digitally Fluent, Socially Responsible, Globally Competent citizens

The Reddy Educational Trust, Tiruchirappalli formed in the year 1984 with 48 members, with Philanthropical pursuits of Thiruchirappalli district coming from various walks of life – Educationists, Lawyers, Doctors, Chartered Accountants, Entrepreneurs (representing sectors like Hospitality, Transportation etc), public representative, Former Ministers and Legislators felt the need to start one more college for women succeeding the other two Women's Colleges at Tiruchirappalli.

The Trust sought the permission of the Government of Tamilnadu to start an Arts and Science College for Women at Tiruchirappalli. The Government in its G.O.M.S. No. 1298 higher Education dated 01.10.1984 accorded permission to start one of the first self-financing colleges in Arts and Science in the State of Tamilnadu.

The college was christened as "Cauvery College for women" situated on the southern banks of the River Cauvery which Symbolizes Youth, Freshness Vigour and Fulfilment.

Bharathidasan university the Parent University gave its affiliated in its Lr.No.Aca/188/84 dated 12.10.1984 with 2 Under Graduate Course, B.Com and B.Sc., Mathematics.

The Cauvery College for Women thus bloomed on 17.10.1984 with 40 students in B.Com., and at present the College is offering 15 under Graduate Programmes, 10 Post Graduate Programmes and 6 Research Programmes with a total student strength of 5100.

The college has been recognized by the University Grants Commission under Sec.2(f) and 12(B) of UGC Act 1956 in its Lr.No.F.8-111/2003(CPP-I) dated 11.12.2003. The college has been conferred autonomous status by U.G.C in its letter dated 14/03/2019.

It has secured an "A" Grade consecutively from NAAC in all the three cycles.

NAAC Accreditation I Cycle   :   A Grade
NAAC Reaccreditation II Cycle   :   A Grade (CGPA 3.37 out of 4)
NAAC Reaccreditation III Cycle   :   A Grade 2017 – 2022(CGPA 3.41 out of 4)

Our AISHE Code is C-35783 and we stood in the rank band at 151-200 in the NIRF-IR 2018 and IR 2019.

The Institution comprises of a dedicated band of 228 (222 Full time and 6 Guest Lecturers) members of teaching and 207 non-teaching members (90 full time and 117 part time workers).

The staff members have been appointed as Members of various Boards of Studies and render professional services to various Universities, NGOS and Government Organizations.

Academic achievements of our staff include the following : 94 Ph.D., awardees from various departments; 77 members pursuing Ph.D.; 91 members with NET / SET qualification and almost all the members of teaching have M.Phil., as their highest qualification.

We have a well equipped fully automated library which has 41,438 volumes of book, 162 journals and Magazines including 20 International Journals. The high-tech laboratories facilitate all science courses and we have 570 computer terminals and 13 servers to meet the needs of our students. Other notable facilities includes KRT Seminar Hall with a seating capacity of 400, Aural Oral English Lab for Development of English Communication, modernized Internet lab and O.P. Ramasamy Reddiar Auditorium which is one of its kind with a seating capacity of 3000. A well equipped modern hostel accommodates 1500 students. The Trust also runs two schools by name Cauvery Matriculation School and Cauvery Global School (CBSE).

We have secured 1589 University Rank with 138 University First Ranks from 1986 to April 2019. In April 2019 University Examinations, we have secured 81 ranks with 2 university I Ranks. The college has received Financial Assistance from various Funding Agencies like UGC, MHRD, DST, IASC, etc.,

S.No.	Activity	Funding Agency	Amount	Years
1	Role of Teaching in Strengthening Human Values to the society-Training Programme	MHRD	2,37,000/-	2005-2006
2	Remedial Coaching classes for SC / ST students,	UGC	7,25,000/-	2006-2007
3	Net Resource Centre	UGC	1,60,000/-	2006-2007
4	Instrument Maintenance Facility-IMF	UGC	5,42,000/-	2006-2010
5	HEPSN-Higher Education for Persons with Special Needs, towards construction of special toilets	MHRD	5,00,000/-	2007-2008
6	Add-on course under COP – Basic Concepts of Income Tax	UGC	5,00,000/-	2007-2012
7	National Integration Camp	Ministry of Youth Affairs and Sports	1,25,000/-	2008-2009
8	National Symposium on Rights and care of the elderly	UGC	75,000/-	2010-2011
9	National Seminar on Sensitising Values and Women Rights for Human Development	UGC	90,000/-	2010-2011
10	SAM Workshop-Capacity Building for Women Managers in Higher Education	UGC	5,35,475/-	2012-2013
11	Science Academy Lecture Series	Indian Academy of Sciences	6,70,250/-	2012-2016
12	INSPIRE- Innovation in Science Pursuit for Inspired Research	DST	9,75,000/-	2013-2014
13	Towards conducting seminars and workshops	Central Institution of Classical Tamil	7,00,000	2013-2015
14	10 Minor Research Projects	UGC	19,29,000	2013-2016

15	Career Oriented Course, Mass Communication	UGC	7,00,000/-	2013-2016
16	Career Oriented Course, Software Development using Networks	UGC	10,00,000	2013-2016
17	Skill Development for Socially Disadvantaged Youth	RGNYD, Sriperumbudur	2,50,000/-	2014-2015
18	Strengthening PG Research Laboratories	DST – FIST	30,00,000	2016-2017

The Department of Social Work, Umea University, Sweden and Department of Social Work, Cauvery College for Women signed an MoU from 2004-2012 for Staff Exchange Programme with an objective to stimulate global internationalization of higher education. Seven faculty Member and ten students from the college visited Umea University, Sweden and six faculty and five student from Umea University have also visited our college.

The Department of Social Work, Cauvery College for Women received a letter of acceptance for Staff Exchange Programme from the Department of Social Work and Health Science, Plymouth University, United Kingdom in 2012-2013 under the banner of United Kingdom and India Education and Research Initiative (UKIERI) sponsored by British Council Division, New Delhi with an aim to promote staff exchange between higher educational institutions across India and UK.

The Employability potential of our students is duly groomed and prepared by our placement Cell. Two MoUs had been signed – one with Global Talent Track Pvt. Ltd., Pune under Barclays Youth Employability Initiative and another one with Global Talent Track and CapGemini through which about 850 students were trained for their career.

2444 students were selected in on-campus interviews conducted by TCS, RR Cambridge, AKT EDUCATIONAL INSTITUTIONS, NTRUST INFOTECH, TCS COGNIZANT, CTS, TATA BPO, WIPRO WASE, WIPRO WISTA, WIPRO INFOTECH AND HCL TECHNOLOGIES, CAPGEMINI for the period between 2010-2019.

From the commencement of this institution, we have trained the students to participate in various outstanding cultural activities. We are very proud to record that in this connection, we have a vibrant contribution to Bharathidasan Cultural Team. Our glory is our Karagam troupe that has won several Regional, University, Inter University, Interstate and

National Awards. The many cultural awards that we have bagged are a standing proof of our troupe's unique capability. Fortunately we continue to have on our rolls talented musicians, professional dancers, excellent singers and gifted actors. Our focus is to run an institution not only for academic excellence but also as a center which brings out the latent histrionic talents in them.

I.   GOVERNANCE

The college has the following committees to ensure proper management of academic, financial and general administrative affairs:

The following are statutory committees in the Autonomous College:

- ❖ Governing Body
- ❖ Academic Council
- ❖ Board of Studies
- ❖ Finance Committee

(The Governing Body is different from Trust Board / Board of Management / Executive Committee / Management Committee)

The college, in addition, has other non-statutory committees such as the Planning and Evaluation Committee, Grievance Redressal Committee, Examination Committee, Admission Committee, Library Committee, Student Welfare Committee, Sexual Harassment Committee, Extra-Curricular Activities Committee and Academic Audit Committee.

A. STATUTORY COMMITTEES

1. GOVERNING BODY:

A. Constitution of Governing body of private / Self Financing College / Constituent College run by Trust / Society

Number	Category	Nature	Name of the Faculty
5 Members	Management	Trust or Management as per the constitution or bye-laws, with the Chairman or President / Director as the Chairperson	Mr. K.Thiruneelakandan, B.A, President, College Governing Council
			Prof. Dr. P.Vijayaragavan, Secretary, College Governing Council
			Mr. S.Gopal, B.Com, D.B.M., Treasurer, College Governing Council
			Mr. G.Muthukrishnan, B.Com., FCA., President, Reddy Educational Trust
			Mr. R.Saranath, M.B.A.,
2 Member	Teachers of the College	Nominated by the Principal based on seniority by rotation	Dr. S.Ramalakshmi, Vice Principal & Head, Department of Tamil
			Dr. H.Abirami, Dean of Science & Head Dept. of Bio Technology
1 Member	Educationist or Industrialist	Nominated by the Management	Mr. Vasudevan, Hotel Sangam
1 Member	UGC Nominee	Nominated by the UGC	Dr. Seethamma
1 Member	State Government nominee	Academician not below the rank of Professor or State Government official of Directorate of Higher Education / State Council of Higher Education	Regional Joint Director, Directorate of Collegiate Education, Trichy.
1 Member	University Nominee	Nominated by the University	Dr. N.Thajuddin, Professor & Head, Dept. of Microbiology, Bharathidasan University, Trichy - 24
1 Member	Principal of College	Ex-Officio	Dr. V.Sujatha

Term: The Governing Body shall be reconstituted every three year except in the case of UGC nominee who shall have a term of five years.

Meetings: Meetings of the Governing Body shall be held at least twice a year.

Functions:

Subject to the existing provision in the bye-laws of respective college and rules laid down by the state government / Parent University, the Governing body shall:

a) Guide the college while fulfilling the objectives for which the college has been granted autonomous status.
b) Institute scholarship, fellowships, studentships, medals, Prizes and certificates on the recommendations of the Academic Council.
c) Approve new programmes of study leading to degrees and / or diplomas.
d) All recruitments of Teaching Faculty / Principal shall be made by the Governing Body / State Government as applicable in accordance with the policies laid down by the UGC and State Government from time to time.
e) To approve annual budget of the college before submitting the same at the UGC.
f) Perform such other functions and institute committees, as may be necessary and deemed fit for the proper development of the college.

2.   ACADEMIC COUNCIL:

Composition:

1)   The Principal (chairman)
2)   All the Heads of Department in the college.
3)   Four teachers of the college representing different categories of teaching staff by rotation   on the basis of seniority of service in the college.
4)   Not less than four experts / academicians from outside the college representing such areas Industry, Commerce, Law, Education, Medicine, Engineering, Sciences etc., to be nominated by the Governing body.
5)   Three nominees of the university not less than Professors.
6)   A faculty member nominated by the principal (Member Secretary).

ACADEMIC COUNCIL

Category	No.	Members
The Principal	1	Chairman
All the Heads of Departments in the College	14	Dr. S.Ramalakshmi, Dept. of Tamil Dr. N.Savithri, Dept. of Commerce Dr. G. Kanaga, Dept. of Social Work Dr. P.Urmila, Dept. of English Dr. S.Jayashree Agarwal, Dept. of English Dr. J.Tamil Selvi, Dept. of Business Administration Dr. S.Premalatha, Dept. of Mathematics Ms. G.Maheswari, Dept. of Physics Dr. P.Pungayee @ Amirtham, Dept .of Chemistry Ms. R.MerlinPackiam, Dept. of Computer Applications Dr. M.Parveen, Dept. of Information Techonology Dr. B.Tamilmaraiselvi, Dept. of Microbiology Dr. H.Abirami, Dept. of Biotechnology Ms.B.Thanuja, Dept. of FSM&D
Four teacher of the college representing different categories of teaching staff by rotation on the basis of seniority of service in the college.	4	Dr. G.Metilda Bhuvaneswari, Dept. of Social Work Dr. S. Shameem, Dept. of Commerce Ms.V.Ramya, Dept. of FSM & D Ms. N.Sivapriya, Dept. of Computer Applications
Not Less than four experts / academicians from outside the college representing such areas as Industry, Commerce, Law, Education, Medicine, Engineering, Sciences etc., to be nominated by the Governing Body.	4	Dr. K.Karunakaran, Principal, Sri Ramakrishna College of Arts and Science, Combatore Dr. S. Senthilnathan, Director, HRDC, Bharathidasan University, Trichy Dr. G.I.George Amalarethinam, Director MCA, Jamal Mohamed College, Trichy Mr. Megalan David, Senior Manager, Omega Health Care , Trichy
Three nominees of the university not less than Professors.	3	Dr. M.Balamurugan, Dept. of Computer Science, Bharathidasan University, Trichy Dr. M.Sundararaman, Professor & Chair, Dept. of Marine Biotechnology, Bharathidasan University, Trichy Dr. K.Suriyan, Professor & Head, Dept. of Sociology, Bharathidasan University, Trichy
A faculty member nominated by the Principal (Member Secretary)	1	Dr. V.Sinthu Janita Prakash, Vice Principal & Head, Dept. of Computer Science

Term: The term of the nominated members shall be three years.

Meetings: Academic Council shall meet at least twice a year.

Functions:

The Academic Council shall have power to:

a)   Scrutinize and approve the proposals with or without modification of the Boards of Studies with regard to courses of study, academic regulations, curricula, syllabi and modifications there of, instructional and evaluation arrangements, methods, procedures relevant there to etc., provided that where the Academic Council differs on any proposal, it shall have the right to return the matter for reconsideration to the Board of Studies concerned or reject it, after giving reasons to do so.

b)   Make regulations regarding the admission of students to different programmes of study in the college keeping in view the policy of the Government.

c)   Make regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels.

d)   Recommend to the Government Body proposals for institution of new programmes of study.

e)   Recommend to the Governing Body institution of scholarship, studentships, fellowships, prizes and medals, and to frame regulations for the awards of the same.

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

g)   Perform such other function as may be assigned by the Governing Body.

3.   BOARD OF STUDIES:

Composition:

1)   Head of the Department concerned (Chairman).

2)   The entire faculty of each specialization.

3)   Two subject experts from outside the parent University to be nominated by the Academic Council.

4)   One expert to be nominated by the vice-Chancellor from a panel of six recommended by the college principal.

5)   One representative from industry / corporate sector / allied area relating to placement.

6) One postgraduate meritorious alumnus to be nominated by the principal. The Chairman, Board of Studies, may with the approval of the principal of the college, co-opt:

(a) Experts from outside the college whenever special courses of studies are to be formulated

(b) Other members of staff of the same faculty.

Term: The term of the nominated members shall be three years.

Meetings: The Board of Studies shall meet at least twice a year.

Functions:

The Board of Studies of a Department in the college shall:

a) Prepare syllabi for various course keeping in view the objectives of the college, interest of the stakeholders and national requirement for consideration and approval of the Academic Council;

b) Suggest methodologies for innovative teaching and evaluation techniques;

c) Suggest panel of names to the Academic Council for appointment of examiners; and

d) Coordinate research, teaching, extension and other academic activities in the department / college.

4. FINANCE COMMITTEE:

Composition:

1) The Principal (Chairman)

2) One person to be nominated by the Governing Body of the college for a period of two years

3) Finance Officer of the affiliating University

4) One senior-most teacher of the college to be nominated in rotation by the principal for two years

Category	No.	Member
The Principal (Chairman)	1	Dr. V.Sujatha
One person to be nominated by the Governing Body of the college for a period of two years	1	Mr. K.Thiruneelakandan, B.A., President,College Governing Council
Finance Officer of the affiliating University	1	Dr. L.Ganesan, Finance Officer, Bharathidasan University, Trichy
One senior-most teacher of the college to be nominated in rotation by the principal for two years	1	Dr. N.Savithri, Head, Dept of Commerce

Term: Term of the Finance Committee shall be three years.

Meetings: The Finance Committee shall meet at least twice a year.

Functions:

The Finance Committee shall act as an advisory body to the Governing Body, to consider:

a) Budget estimates relating to the grant received / receivable from UGC, and income from fees, etc. Collected for the activities to undertake the scheme of autonomy; and

b) Audited accounts for the above.

B. NON – STATUATORY COMMITTEES

1. Planning and Evaluation Committee

Composition:

1) The Principal (Chairman)
2) Members from the College Governing Council
3) IQAC Coordinator
4) Three teachers of the college nominated by the Principal

Term: The term of the nominated members shall be two years.

Meetings: Will meet twice a year.

Functions:

a)   Plan the academic events of the college at the beginning of the semesters.

b)   Provision of adequate facilities for execution of the academic events.

c)   Evaluation of the planned academic events at the end of the semesters.

Category	No.	Member
Principal	1	Dr. V.Sujatha
Management	3	Mr. K.Thiruneelakandan, B.A., President, College Governing Council
		Prof. Dr. P.Vijayaraghavan, Secretary, College Governing Council
		Mr. S.Gopal, B.com, D.B.M., Treasurer, College Governing Council
IQAC	1	Ms. V.Ramya, Dept. of FSM & D
Faculty Members	3	Dr. S.Ramalakshmi, Dept. of Tamil Dr. V. Sinthu Janita Prakash, Dept. of Computer Science Dr. H. Abirami, Dept. of Biotechnology

2. Grievance Appeal Committee

Composition:

1)   The Principal (Chairman)

2)   Vice Principals

3)   Deputy Director of Physical Education

4)   Two senior experts in the field of counseling

5)   Student Representatives from the College Union Council

Term: The term of the nominated members shall be two years.

Meetings: Atleast twice a year.

Functions:

a)   To address the infrastructural grievances

b)   To counsel the students on various issues

Category	No.	Member
Principal	1	Dr. V.Sujatha
Vice Principals	2	Dr. S.Ramalakshmi, Dept. of Tamil Dr. V.Sinthu Janita Prakash, Dept. of Computer Science
Deputy Director of Physical Education	1	Dr. Baby Shakila., Dept. of Physical Education
Two senior experts in the field of counseling	2	Dr. G.Kanaga, Dept. of Social Work
		Dr. Metilda Bhuvaneswari, Dept. of Social Work
Student Representatives	3	College Union President College Union Secretary College Union Treasurer

3. Examination Committee

Composition:

1) The Principal (Chairman)
2) Vice Principals
3) Two Senior Faculty Members nominated by the Principal on rotation basis
4) One representative from the college office

Term: The term of the nominated members shall be two years.

Meetings: Will meet at least twice a year.

Functions:

    a) Plan the schedule of examinations

    b) Appointment of Examiners

    c) Conduct of Examination

Category	No.	Member
Principal	1	Dr. V.Sujatha
Vice Principals	2	Dr. S.Ramalakshmi, Dept. of Tamil Dr. V. Sinthu Janita Prakash, Dept. of Computer Science

Controller of Examinations	1	Ms. V.Ramya, Dept. of FSM & D
Deputy Controller of Examination	1	Ms. N.Sivapriya, Dept. of Computer Applications
Faculty	5	Dr. S.Premalatha, Dept. of Mathematics Dr. H.Abirami, Dept. of Bio Technology Dr. M.Parveen, Dept. of Information Technology Dr. P.Kavitha, Dept. of Commerce Dr. P.Urmila, Dept. of English
Office	1	Ms. P.Malathy

4. Admission Committee

Composition

1. The Principal
2. Management- 3 Members from College Governing Council
3. All the Heads of the Departments
4. Five Members from the office nominated by the Principal

Term: Permanent

Meeting: Once a year

Functions:

1. Updating the Prospectus.
2. Notifying the seats available in various disciplines and Fee Structure
3. Student Admission
4. Fixing Cut- off percentage for each course
5. Processing the Applications received and preparing the list on the basis of merit, reservations etc.
6. Preparing the list of students admitted, after receiving the approval from the Head of the Institution and the Management.
7. Giving proper suggestions in case of change of subject
8. Planning for Student Induction

Category	No.	Member
Principal	1	Dr. V.Sujatha
All HoD's	16	Dr. S.Ramalakshmi, Dept. of Tamil
		Dr. N.Savithri, Dept. of Commerce
		Dr. G. Metilda Bhuvaneswari, Dept. of Social Work
		Dr. P.Urmila, Dept. of English
		Dr. S.Jayashree Agarwal, Dept. of English
		Dr. J.Tamil Selvi, Dept. of Business Administration
		Dr. S.Premalatha, Dept. of Mathematics
		Ms. G.Maheswari, Dept. of Physics
		Dr. P.Pungayee @ Amirtham, Dept .of Chemistry
		Dr.V.Sinthu Janita Prakash, Dept .of Computer Science
		Ms. R.MerlinPackiam, Dept. of Computer Applications
		Dr. M.Parveen, Dept.of Information Technology
		Dr. B.Tamilmaraiselvi, Dept. of Microbiology
		Dr. H.Abirami, Dept. of Biotechnology
		Ms.B.Thanuja, Dept. of FSM & D
		Dr. S.Baby Shakila, Deputy Director of Physical Education
Office	5	Ms. P.Malathy
		Ms. P.Latha
		Ms. K.Latha
		Ma. K.Chithra
		Ms. Gandhimathi

5. Library Committee

Composition:

1) The Principal (Chairman)

2) Assistant Librarian

3) Library Faculty members

4) All Heads of the Departments

Term: Permanent Composition.

Meetings: Will meet at least twice a year.

Functions:

- To consider procedures for procurement of books and journals
- To supervise the allocation and utilization of funds for different departments for purchase of books and journals for the Central library.
- To maintain liaison between Central Library and various Academic Departments for the purchase of networking of Departmental libraries with the Central Library.
- To consider and put forward the views of faculty members regarding books/journals selection, ordering process etc.
- To consider and put forward the views of students and Research Scholars regarding their problems and solutions sought thereof.

Category	No.	Member
Principal	1	Dr. V.Sujatha
Assistant Librarian	1	Ms. Pommi
Other Faculty Members from the library	6	Ms. M.Theivanai Ms. P.Suhirtha Ms. N.Kasthuri Ms. V.Laxmi Ms. J.Rama Ms. K.Ezhilarasi

All HoDs	16	Dr. S.Ramalakshmi, Dept. of Tamil
		Dr. N.Savithri, Dept. of Commerce
		Dr. G.Metilda Bhuvaneswari, Dept. of Social Work
		Dr. P.Urmila, Dept. of English
		Dr. S.Jayashree Agarwal, Dept. of English
		Dr. J.Tamil Selvi, Dept. of Business Administration
		Dr. S.Premalatha, Dept. of Mathematics
		Ms. G.Maheswari, Dept. of Physics
		Dr. P.Pungayee @ Amirtham, Dept .of Chemistry
		Dr.V.Sinthu Janita Prakash, Dept .of Computer Science
		Ms. R.MerlinPackiam, Dept. of Computer Applications
		Dr. M.Parveen, Dept. of Information Techonology
		Dr. B.Tamilmaraiselvi, Dept. of Microbiology
		Dr. H.Abirami, Dept. of Biotechnology
		Ms.B.Thanuja, Dept. of FSM & D
		Dr. S.Baby Shakila, Deputy Director of Physical Education

6.   Student Welfare Committee

Composition of the Student Welfare Committee

1.   The Principal

2.   Vice Principals

3.   Four teaching faculty members nominated by the Principal

4.   Three members from the office nominated by the Principal

5.   Three Student Office Bearers from the College Union

Term: Three years

Meeting: Twice a year

Functions:

- Distribution of State and Central Sector scholarships to the deserving candidates.
- Renewal of Scholarship Details
- Monitoring the availability and adequacy of infrastructural facilities

Category	No.	Member
Principal	1	Dr. V.Sujatha
Vice Principals	2	Dr. S.Ramalakshmi, Dept. of Tamil Dr. V. Sinthu Janita Prakash, Dept. of Computer Science
Office	3	Mr. Rajkumar, Manager Ms. K.Latha, Jr Asst Ms. Kalpana, Jr Asst
Faculty	4	Dr. A.Bhuvaneswari, Dept. of Information Technology Dr. P.Rajeswari, Dept. of Computer Science Dr. S.Shameem, Dept. of Commerce Dr. V.Kavitha, Dept. of Commerce (Hostel overall student coordinator)
Student Representatives	3	College Union President College Union Secretary College Union Treasurer

7. Anti- Sexual Harassment Committee/ Internal Complaints Committee

Composition:

1. The Principal (Chairman)
2. Vice Principals
3. Faculty Members from Social Work department nominated by the Principal
4. Two senior Faculty Members nominated by the Principal

Term: Two years

Meetings: As and when need arises

Functions:

    a)   To address on issues related to sexual harassment

    b)   To give counseling

Category	No.	Member
Principal	1	Dr. V.Sujatha
Vice Principals	2	Dr. S.Ramalakshmi, Dept. of Tamil Dr. V.Sinthu Janita Prakash, Dept. of Computer Science
Faculty	6	Dr. G.Kanaga, Dept. of Social Work Dr. G.Metilda Bhuvaneswari, Dept. of Social Work Ms. P.L.Rani, Dept. of Social Work Dr.Aisha Manju, Dept. of Social Work
Senior Faculty Members nominated by the Principal		Ms.V.Ramya, Dept. of FSM&D IQAC Coordinator Dr. P.Kavitha (Hostel overall Student Coordinator)

8.   Extra Curricular Activities Committee

Composition of the Extra Curricular Activities Committee

    1. The Principal

    2. Culturals Incharge

    3. Sports Incharge

    4. NCC Officer

    5. NSS Officers

    6. Other Extension Club Incharges

Term: Permanent

Meetings: Twice a year

Functions:

➢   To plan activities to cater for the needs of the students.

➢   To keep updated records of all extracurricular activities.

- ➢ To coordinate all extracurricular and Co curricular activities of the institution.
- ➢ To prepare and submit need based budget.
- ➢ To review all the activities' reports and financial reports and submit to the Principal

Category	No.	Members
Principal	1	Dr. V.Sujatha
For Culturals	2	Mr. Guhan Raj Mrs.A.Sahaya Jenita, Dept. of Computer Science
For Sports	1	Dr. Mrs Baby Shakila
NCC	1	Dr. P.Kavitha
NSS	4	Dr. G.Metilda Bhuvaneswari, Dept. of Social Work Dr. S.Neela, Dept. of Bussiness Administration Ms. N.Sathammai Priya, Dept. of Microbiology Ms. Mary Girija, Dept. of Physics
Other Clubs	3	Dr. S.ThamaraiSelvi, Dept. of Business Administration Ms. V.Infine Sinduja, Dept. of Computer Applications Ms. Sudandra Devi, Dept. of English

9. Academic Audit Committee

Composition:

1) The Principal (Chairman)
2) IQAC Coordinator
3) All Heads of the Departments

Term : Permanent Composition

Meetings : Once a year

Functions :

a) To Plan For Academic audits for all departments

b) To appoint external experts for the audit

c) Conduct of academic audit

d) Consolidation of reports

e) Execution of expert`s opinion

Category	No.	Members
Principal	1	Dr. V.Sujatha
IQAC	1	Ms. V.Ramya, Dept. of FSM & D
All HoDs	15	Dr. S.Ramalakshmi, Dept. of Tamil Dr. N.Savithri, Dept. of Commerce Dr. G.Metilda Bhuvaneswari, Dept. of Social Work Dr. P.Urmila, Dept. of English Dr. S.Jayashree Agarwal, Dept. of English Dr. J.Tamil Selvi, Dept. of Business Administration Dr. S.Premalatha, Dept. of Mathematics Ms. G.Maheswari, Dept. of Physics Dr. P.Pungayee @ Amirtham, Dept .of Chemistry Dr.V.Sinthu Janita Prakash, Dept .of Computer Science Ms. R.MerlinPackiam, Dept. of Computer Applications Dr. M.Parveen, Dept. of Information Technology Dr. B.Tamilmaraiselvi, Dept. of Microbiology Dr. H.Abirami, Dept. of Biotechnology Ms.B.Thanuja, Dept. of FSM & D

C.   Other Committees

1.   IQAC

Composition:

The composition of the IQAC may be follows:

1.   Chairperson : Head of the Institution

2.   A few senior administrative officers

3.   Three to eight teachers

4.   One member from the Management

5.   One / two nominees from local society , student and alumni

6.   One / two nominees from Employers / Industrialists / stakeholders

7.   One of the senior teachers will be Coordinator / Directors of the IQAC

Term : Two years

Meeting : Atleast twice a year

Function :

a) Development and application of quality bench / parameters for various academic and administrative activities of the institution.

b) Facilitating the creation of a learner – centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process.

c) Arrangement for feedback response from student, parents and other stakeholders on quality – related institutional processes.

d) Dissemination of information on various quality parameters of higher education.

e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.

f) Documentation of the various programmes / activities leading to quality improvement.

g) Acting as a nodal agency of the Institution for coordinating quality – related activities, including adoption and dissemination of best practices.

h) Development and maintenance of institutional database through MIS for the purpose of maintaining / enhancing the institutional quality.

i) Developing of Quality Culture in the institution.

j) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC .

Category	No.	Members
Principal	1	Dr. V.Sujatha
Management		Prof. Dr. P.Vijayaraghavan, Secretary , College Governing Council
Coordinator	1	Ms. V.Ramya, Dept. of FSM & D

Heads of various Department	15	Dr. S.Ramalakshmi, Dept. of Tamil
		Dr. N.Savithri, Dept. of Commerce
		Dr. P.Urmila, Dept. of English
		Dr. S.Jayashree Agarwal, Dept. of English
		Dr. G.Metilda Bhuvaneswari, Dept. of Social Work
		Dr. J.TamilSelvi, Dept. of Bussiness administrator
		Ms. S.Pramalatha, Dept. of Mathematics
		Ms. G.Maheswari, Dept. of Physics
		Dr. P.Pungayee @ Amirtham, Dept. of Chemistry
		Dr.V.Sinthu Janita Prakash, Dept. of Computer Science
		Ms. R.Merlin Packiam, Dept. of Computer Application
		Dr. M.Parveen, Dept. of Information Techonology
		Dr. D.Tamilmaraiselvi, Dept. of Microbiology
		Dr. H.Abirami, Dept. of Biotechnology
		Ms.B.Thanuja, Dept. of FSM&D
Administrative Officers	2	Mr. Rajkumar, Manager
		Ms.P. Malathy, Chief Clerk, Office
Student Representatives	3	College Union President
		College Union Secretary
		College Union Treasurer
Alumni	1	Dr. Tamil Selvi - NIT
Industrialist / Stake Holder	2	Shri. Kanagasabapathi President TIDISSIA Trichy
		Ms. Bharagavi Managing Director , MBR Foods, Trichy

2. CASA (CAUVERY ALUMNAE STUDENTS ASSOCIATION)

Composition

1. The Principal
2. Three faculty members who are alumna of our college

Term : Two years

Meeting : Once a year

Function :

a) To maintain alumni record and to maintain regular communication

b) To identify and support economically under privileged wards students

Category	No.	Members
Principal	1	Dr. V.Sujatha
Faculty Members	3	Dr. G.Kanaga, Dept. of Social Work Dr. M.Parveen, Dept. of Information Technology Dr. S.Premalatha, Dept. of Mathematics

3. RESEARCH COMMITTEE

Composition

1. The Principal
2. Senior Faculty Members involved in research activity

Term : Two years

Meeting : Once a year

Function :

a) To provide guidelines and direction for the growth and development of research activities.

b) To advice on thrust areas and disciplines for introduction of research programmes and related activities for future development in research.

c) To suggest measures for improving existing infrastructural facilities both for academic and sponsored research and enhancing research ambiance.

d) To recommend suitable projects for availing concession (if any) from State and Central Governments.

Category	No.	Members
Principal	1	Dr. V.Sujatha
Members	15	Dr. G.Kanaga, Dept. of Social Work Dr. N.Savithri, Dept. of Commerce Dr. S.Ramalakshmi, Dept. of Tamil Dr.V.Sinthu Janita Prakash, Dept. of Computer Science Dr. M.Parveen, Dept. of Information Techonology Dr. D.Tamilmaraiselvi, Dept. of Microbiology Dr. H.Abirami, Dept. of Biotechnology Dr. Gowri, Dept. of Physics Dr. A.Bhuvaneswari, Dept. of Information Technology Dr. Janaki, Dept. of Mathematics Dr. Kalaiarasi, Dept. of Mathematics Dr.Sowmya, Dept. of Physics Dr. G.Metilda Bhuvaneswari, Dept. of Social Work Dr. N.Subha, Dept. of Tamil Dr. Shameem, Dept. of Commerce

4. ANTI RAGGING COMMITTEE

Composition:

1. The Principal
2. Representative from senior faculty, student and office
3. Local police official

Term : Two years

Meetings : As per the need

Functions :

a) To act as a liaison between senior and junior students.
b) To uproot all activities related to ragging.

Category	No.	Members
Chair Person	1	Dr. V. Sujatha
Members	10	Dr. S. Ramalakshmi Vice Principal & Head, Dept. of Tamil
		Dr. V. Sinthu Janita Prakash Vice Principal & Head, Dept. of Computer Science
		Dr. G. Kanaga Dean of Alumni, Dept. of Social Work
		Dr. B. Baby Shakila Deputy Director of Physical Education
		Dr. P. Kavitha, Hostel Overall Student Coordinator
		College Union President (Student)
		College Union Secretary (Student)
		College Union Treasurer (Student)
		Ms. P.Malathy Chief Clerk, Office
		Mr. K.Senthil Kumar Police Inspector, Woraiyur, Tiruchirappalli

II.   PROCEDURE FOR STARTING A NEW PROGRAMME

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

(i)   The Department concerned should submit 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 submit 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 are represented 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 approach through 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 College Seal.
- ❖ 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 ones.

The institution should be ready to clarify to be University regarding the issues in the proposal from the College. The College will provide such clarification with an understanding that the University shall accept the student for award of degree under such newly proposed or modified study programmes.

A.   PROGRAMMES OF STUDY

1.   **The OBE and CBCS System:** All programmes (named after the Core subjects) shall be conducted through Outcome Based Education and Choice Based Credit System (CBCS). 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. The course content of each programme shall be fixed in accordance with Programme Educational Objectives (PEOs), Programme Outcomes (POs) and Course Outcomes (COs).

2.   ELIGIBILITY FOR UG PROGRAMME:

2.1.   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 there for :-

a.   Arts

PROGRAMMES	ELIGIBILITY
B.A. Tamil	A pass in 10+2 with Tamil as a Language
B.A. English	A pass in 10+2
Bachelor of Social Work(BSW)	A pass in 10+2
B.B.A.	A pass in 10+2
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 (3 years) or equivalent awarded by Directorate of Technical Education / National Council of Vocational Training is eligible for lateral entry to 2nd year.
B.Com. (Computer Applications)	

b.   Science

PROGRAMMES	ELIGIBILITY
B.Sc. Mathematics	A Pass in 10+2 with Mathematics as one of the core subject
B.Sc. Physics	A Pass in 10+2 with Physics and Mathematics
B.Sc. Chemistry	A Pass in 10+2 with Chemistry as one of the core subject
B.Sc. Computer Science	A Pass in 10+2 with Mathematics as one of the core subject
B.C.A.	
B.Sc. Information Technology	
B.Sc. Microbiology	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.
B.Sc. Nutrition & Dietetics	A Pass in 10+2 with Biology and Chemistry / Nursing / Nutrition in Vocational stream

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.

2.2. For the Degree: The candidates should 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 that have been prescribed therefore.

2.3. 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.

2.4. Courses in Programmes

The UG Programme consists of a number of courses. The term "course" is applied to indicate a logical part of the subject matter of the programme and is invariably equivalent to the subject matter of a "paper" in the conventional sense. The following are the various categories of Courses suggested for the UG programmes : Language Courses (LC) (any one of the languages from Tamil, Hindi, Sanskrit, French), English Language Courses (ELC), Core Courses (CC), Core Practical (CP), Allied Courses (AC), Allied Practical(AP), Elective Courses(EC), Major Based Elective (MBE), Skill Based Elective (SBE) and Non-Major Elective (NME). The Language Courses and English Language Courses are 4 each in number and the LC and ELC are meant to develop the student's communicative skill at the UG level. Core Courses are the basic courses which are compulsorily required for each of the Programme of study. These will be related to the subject of the Programme in which the candidate gets her degree. The total number of Core Courses shall be 9 to 15. Allied Courses cover two disciplines that are generally related to the main subject of the programme. There shall be Two Allied Courses (Allied I – 3 Papers & Allied II – 3 Papers) for Arts (only theory) and for Science (i.e. 4 Theory + 2 Practicals) for first IV semesters.

The Major Based Elective Courses (MBE) are 3 in number for each U.G. degree. A student shall choose atleast two Non-major Elective Courses (NME) from outside her discipline. Skill Based Elective Courses (SBE) are also open to students to choose from

outside her discipline. Skill Based Elective Courses (SBE) are also open to students to choose from outside her discipline.

2.5.   Selection of students to the Elective Course (EC):

   a.   The Department Committee shall follow a selection procedure on a first-come-first-served basis, fixing the maximum number of student, counseling the student etc. to avoid overcrowding to particular course(s) at the expense of some other courses.

   b.   The Department shall provide all information relating to the ECs in each programme to all the students so as to enable them to choose their ECs.

2.6.   Part IV

   ❖   Value Education is offered in the 1st Semester in all U.G. Courses (2 hours – 2 credits).

   ❖   Environmental Studies course is offered in the 2nd semester in all UG Programmes as per the recommendation of the UGC (2 hours - 2 credits).

   ❖   Soft Skills Development is offered in the 5th Semester in all U.G. Programmes. (2 hours – 2 credits).

2.7.   Part V

   ❖   Extension and Extra –Curricular Activities should be carried out apart from the regular class hours (1 credit).

   ❖   All under-graduate students should enroll themselves in any one of the following extra curricular activities – NCC, NSS, Leo Club, Sports and Games, Fine Arts Association, EDC, Consumer Club, Rotaract Club, Exnora, Thanneer Sutruchoozhal Mandram.

   ❖   Gender Studies is offered in the 6th Semester in all U.G. Programmes (1 hour – 1 credit).

2.8.   Semesters

   An academic year is divided into two semesters. In each semester, courses are offered in duration of 15 teaching weeks with 30 hours per week and the remaining weeks are to be utilized to conduct examinations and evaluation purposes.

2.9.

2.10. Credits

The term "Credit" refers to the weightage given to a course, usually in relation to the instructional hours assigned to it. For instance, a six hour course per week is assigned four to six credits, four/five hour course per week is assigned three to five credits and two hour course per week is given two credits. However, in no instance the credits of a course can be greater than allotted to it. The total minimum credits, required for completing a UG Programme is 140.

3. ELIGIBLITY FOR PG PROGRAMME

3.1. For Admission in Arts:

A candidate who is a graduate of any recognized 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 that they have study with atleast 12 credits.

S.No.	Programme	Eligibility
1	M.A. Tamil	B.A. Tamil / B.Lit. / B.A. Applied Tamil / Pulavar Degree (OR) any Degree
2	M.A. English	B.A. English Literature (OR) any degree with English as Part II language
3	Master of Social Work	Any Degree
4	M.Com.	B.Com. / Bank Management / Computer Applications / Financial Management / B.Com. (Applied) / Co- Operation / B.B.A. and other Related Programmes equivalent to B.Com.

3.2. For Admission in Science:

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.

S.No.	Programme	Eligibility
1	M.Sc. Chemistry	A pass in B.Sc. Chemistry
2	M.Sc. Computer Science	B.Sc. Computer Science / B.Sc. Information Technology / B.C.A / B.Sc. Software Development of this University or from a recognized University or an examination accepted by the Syndicate as equivalent there to
3	M.Sc. Food Service Management & Dietetics	B.Sc. Nutrition and Dietetics / Home Science / Food Technology
4	M.Sc. Mathematics	B.Sc. Mathematics
5	M.Sc. Microbiology	B.Sc. with Bio Technology / Bio Chemistry/ Botany / Zoology /Microbiology / Bioinformatics / Biology / Life Sciences / B.sc. with Biological Sciences as one of the Subjects (B.E./ B.Tech in Biotechnology) / B.Pharm / B.Sc. Agriculture / B.Sc. Horiculture
6	M.Sc. Physics	B.Sc. Physics / B.sc. Electronics / Applied Physics / Four year Physics (Honours)

3.3. Degree

The candidates shall have subsequently undergone the prescribed programme of study in this institution for not less than two academic years comprising 4 semesters, passed the examinations prescribed and fulfilled such conditions as have been prescribed thereof.

3.4. Duration

The duration of all PG programmes is two years. Each year shall consist of 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.

3.5. Courses in Programmes

A PG programme consists of a number of courses. The term "course" is applied to indicate a logical part of the subject matter of the programme and is invariably equivalent to the subject matter of a "paper" in the conventional sense. The following are the various categories of the courses suggested for the PG programmes: i. Core Courses (cc) – 14,

Elective Courses (EC) – 5, Project – 1 (for Arts). ii. Core Courses (CC) – 10, Core Practical (CP) – 4, Elective Courses (EC) – 5, Project- 1 (for Science).

3.6.   Selection of students to the Elective Courses: a. The departments shall provide all information relating to the Elective Courses in each Programme to all the students so as to enable them to choose their Elective Courses.   b. In Ecs relating to programmes like Computer Applications and Computer Science, theory and practical components can jointly constitute the course content. However for such ECs the CIA shall be based on the practical component. The end-semester examination will be only on the theory component.

3.7.   Project

Each candidate shall be required to take up a Project Work and submit it at the end of the final year. The Head of the Department shall assign the Guide who, in turn, will suggest the Project Work to the student in the beginning of the final year. A copy of the Project Report will be submitted to the Controller of Examinations through the Head of the Department on or before the date fixed by the Controller of Examinations. The Project will be evaluated by an internal and an external examiner nominated by the Controller of Examinations. The candidate concerned will have to defend his / her Project through a Viva-voce.

3.8.   Semesters

In each semester, Courses are offered in 15 teaching weeks and the remaining 5 weeks are to be utilized to conduct examinations and evaluation purposes. Each week shall have 30 working hours spread over 5/6 days a week.

3.9.   Credits

The term "Credit" refers to the weightage given to a course, usually in relation to the instructional hours assigned to it. For instance, a six hour course is assigned four to six credits, four / five hour course is assigned three to five credits. However, in no instance the credits of a course can be greater than the hours allotted to it. The total minimum credits required for PG programmes is 90.

3.10.   Course

Each course is designed with lectures / tutorials / laboratory or field work / seminar / practical training / assignments / term paper or report writing etc., to meet effective teaching and learning requirements.

4.   FOR M.PHIL PROGRAMMES

M.Phil Programmes are available in Social Work, Computer Science and Commerce.

4.1.   Eligibility: Candidate with Master's Degree in the relevant subject with not less than 55% of marks or 5.51 in 10.00 Grade point average scale under CBCS. The candidates who have qualified for the Master's Degree prior to 19-09-1991, with not less than 50% of marks, are also eligible to register for M.Phil. Programme in this Institution. SC / ST / OBC (non-creamy layer) and differently-abled candidates are given 5% exemption from the prescribed minimum marks.

5.   For Ph.D Programmes

As per University Regulations.

III.   REGULATIONS FOR EXAMINATIONS AND VALUATIONS

1.   EXAMINATION SYSTEM:

1.1.   Pattern:

Semester system will be followed. A semester consists of a minimum of 90 working days excluding the days of conduct of End Semester Examination (ESE). There will be Continuous Internal Assessment (CIA) to evaluate the performance of students in each course and the End Semester Examination will be held at the end of every semester. Marks for SE and CIA with reference to the maximum marks for the courses will be as follows:

	Max. Marks	ESE	CIA
Theory	100	75	25
Practical	100	60	40

2.   STUDENTS INSTRUCTIONS FOR END SEMESTER EXAMINATIONS (ESE):

i.   All those students who have obtained 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 of attendance is condoned as per the guidelines of the institution then she can appear for the End Semester Examinations, after paying the prescribed condonation fee. Students whose shortage of attendance is 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 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 she is not permitted to write the ESE.

3.   **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 her availability and willingness. The Chief Superintendent will be fully responsible for conducting the Internal Tests and End Semester Examinations.

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

iii. For the End Semester Examinations, the remuneration will be paid based on the guidelines laid down by the college which shall not be less than that fixed by Bharathidasan University. The Chief Superintendent will follow the guideline strictly to choose the support staff invigilators.

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

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

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

3.1.   **DUTIES OF THE CHIEF SUPERINTENDENT**

The Chief Superintendent will

i.   Be responsible for making all arrangements for Internal Tests and Semester Examinations.

ii.   Look after the preliminary arrangements like collection of Answer Books, Absentees Statement Forms, Attendance Forms and other Stationeries from the College office /

Office of the Controller of Examinations prior to the Internal Tests or Semester Examinations.

iii.   Look after the assignment of invigilation duty to the teaching staff for the centralized tests and End Semester Examinations.

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

v.   Assign rooms / Halls to the invigilators and distribute required number of question papers half an hour before the commencement of Internal Tests / Semester Examinations.

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

vii.   Instruct the invigilator to check if the students have brought their ID cards and Hall Tickets (for the End Semester Examinations)

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

ix.   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.

x.   Make sure that the answer scripts 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.

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

4.   THE CHIEF OBSERVER

i.   The HOD 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 she shall inform the superintendent of 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 center and report the case of malpractice / misconduct, if any, to the chief superintendent of Exam. The chief superintendent of Exam shall take action in such cases as per prescribed procedure.

5. DUTIES OF HALL SUPERINTENDENT / INVIGILATORS

i. The Invigilators 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 5.00 p.m.
Reporting	08.30 a.m.	1.00 p.m.

ii. The Invigilators are requested to verify that the
   1. Students are seated according to their register numbers and have their ID Card, Hall Ticket

iii. Instruct the student that if they indulge in malpractice, serious actions will be taken. Report to the Chief Superintendent immediately.

iv. The Invigilators must check and distribute the answer booklets in order of the serial number, sign in all the answer booklets issued to the students, after ensuring that the students have filled in their Register Number, Course Code etc., correctly.

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

vi. Do not allow the students to leave the hall before 3 hours before submitting the answer booklets.

vii. Move around the hall and be vigilant.

viii.   Mobile phones during invigilation work are prohibited.

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

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

6.   QUESTION PAPER SETTING

6.1.   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 concerned faculty of the college.

ii.   The question papers will be for three hours duration,

iii.   The Heads of Departments 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.

6.2.   QUESTION PAPER SETTING – END SEMESTER EXAMINATIONS

i.   For all UG, PG and M. Phil programmes the Board of Examiners for question paper setting will consist of examiners from other colleges.

ii.   The External Examiners will be chosen based on their expertise from 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, Soft skills 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.

vi.   The Controller of Examinations can use her 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.

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

viii. 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.

ix. For M.Phil. programme, the Question paper will be prepared by the Research Supervisor for the "Paper on Topic of Research"

7. SCRUTINY OF QUESTION PAPERS:

For the End Semester Examinations the Question Papers will be scrutinized by a committee of Examiners. 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 further action.

8. VALUATION OF ANSWER SCRIPTS OF END SEMESTER EXAMINATIONS

8.1. CENTRAL VALUATION

The College will follow the Central Valuation system for all the courses of UG,PG and M.Phil. 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 Centre 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 Centre 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 & Non-Major Elective, Soft skills and Skill Based Elective 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 form other Colleges and Universities nominated by the Controller of Examinations. If the marks of the two valuations are 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.

In 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.

8.2.   CENTRE SUPERINTENDENT – CENTRAL VALUATION

❖   The Centre Superintendent (CV) will be assisted by two senior teaching staff, as Additional Centre Superintendents, who are responsible for the entire valuation schedule.

❖   She can also have a team of non – teaching staff to assist her.

❖   The Centre Superintendent will receive the answer scripts from the Controller of Examinations office and distribute them to the respective Valuation Boards.

❖   It is the responsibility of the Centre Superintendent (CV) to check and tally the number of answer scripts for various courses.

❖   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 Examinations by the Centre Superintendent.

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

❖   The Centre 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 Examinations for payment.

8.3.   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 chairman for both Internal and External Valuation. For UG valuation the HoD / next senior most staff will be the chairman. If the

total number of Examiners is less than eight, the Head of the Department will act as the Chief Examiner.

8.4. 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 one in the FN & another in the AN.

❖ The Chairman has to Coordinate with all the Chief Examiners and assist Controller of Examinations 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.

8.5. 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 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 mark lists with answer scripts and hand over them to the Chief Superintendent.
- ❖ In case anybody approaches for favours, the matter shall be intimated to the Chief Superintendent.

8.6. INSTRUCTIONS TO EXAMINERS APPOINTED FOR VALUATION

- ❖ 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.
- ❖ A valuator is permitted to value a maximum of 40 Scripts per day.
- ❖ The Examiners are requested to adhere to the Scheme of Valuation while evaluating the answer scripts.
- ❖ The examiners shall maintain strict confidentiality regarding their appointment.
- ❖ If the Examiners shall maintain strict confidentially regarding their appointment.
- ❖ 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.
- ❖ The total marks awarded should be entered in Mark Statement.
- ❖ The examiner shall affix his/her signature along with his/her name and date on each Mark Statement.
- ❖ After valuation all the answer booklet, Mark statements shall be handed over to the Chief examiner before leaving the hall.
- ❖ 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.
- ❖ Silence should be strictly maintained and Mobile phones should be kept in silent mode during valuation.
- ❖ 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.

9. RESULTS – PASSING BORD

The following members will constitute the Results Passing Board:

      (i)   Principal

      (ii)   Vice Principal

      (iii)   Dean of Science / Art

      (iv)   Head of the Department

      (v)   Staff Representative of General Body

      (vi)   Controller of Examinations and Deputy 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 she has got at least the minimum marks prescribed in the Continuous Internal Assessment and End Semester Examinations in that course.

10. TESTING AND EVALUATION

The evaluation of a students in a particular course is based on her performance both in the

      ➢   Continuous Internal Assessment (CIA) and

      ➢   The End Semester Examinations (ESE).

A student has to pass the CIA and ESE separately to complete a course work.

10.1. COMPONENTS OF CIA:

Rule on the conduct of the CIA components, the basic requirements for the students to appear for the End Semester Examinations are outlined below:

❖ CIA is mandatory for all students.

❖ A student is expected to attempt all the CIA components, Library referencing and appear for Mid Semester Examinations and Model Examinations to acquire minimum CIA. The following are the distribution.

10.2. DISTRIBUTION FOR CIA MARKS

Components	Under Graduate	Post Graduate
Assignment	5 Marks	5 Marks
Two Centralized Tests (Mid Semester & Model Examinations)	2 *5 Marks = 10 Marks	2 *5 Marks = 10 Marks
Seminar	5 Marks	5 Marks
Library	5 Marks	5 Marks
Total	25 Marks	25 Marks

The various assignment Components could be Quiz (written / objective), Snap Test, Viva – Voce, Seminar, Listening Comprehensions, Reading Comprehension, Problem Solving, Map Reading, Group Discussion, Panel Discussion, Field Visit, Paragraph / Essay Writing, Open Book Test, Library Record, Writing Composition, Case Study, Online Test, etc.

As a special consideration, students who publish papers in journals would be exempted from one of the assignment Components in one of the papers.

10.3. Library Record

Students of all (UG, PG and M.Phil.) Programmers have to spend a minimum of 20 / 25 hours (for UG / PG, M.Phil.) with 45 minutes duration of each session in the College Library in a Semester and maintain a record for the same. Based on the number of hours accumulated in the library record, the distribution of 5 marks will be awarded as shown below by the faculty which will be given to all the courses of the given semester.

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

Mark Distribution for Library Hours

Marks	5	4	3	2	1
UG Hours	20	19 – 15	14 – 10	9 – 5	4 – 1
PG Hours	25	24- 21	20 – 15	14 – 11	10 – 5
M.Phil. Hours	25	24 – 21	20 – 15	14 – 11	10 – 5

10.4. PRACTICAL EXAMINATION COMPONENTS

The components for the Continuous Internal Assessment in the practical (for both UG & PG) are as follows:

Observation Note	5 Marks
Record Note	10 Marks
Continuous Performance in Practical	10 Marks
Model Test	15 Marks
Total	40 Marks

*Practical Examination Components for Field Work and Internship will vary.

10.5. INTERNAL TESTS:

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

(i)   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 her participation in an important event related to NCC, NSS or Games / Sports representing the College, the student has to get the prior permission from 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 of 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.

10.6. 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, she can improve the CIA in the subsequent semesters, however, she is eligible to appear for the ESE in that course.**

10.7. 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, she can clear them only after the completion of the programmer. To clear CIA, students have to submit an application form to the COE's office within 20 days from the date of results published.

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

10.8. QUESTION PAPER PATTERN

(i) UG DEGREE

SECTION A (20*1=20 MARKS)

SUB DIVISIONS	UNIT I	UNIT II	UNIT III	UNIT IV	UNIT V
Choose The Best Answer	1	1	1	1	1
Fill In The Blanks	1	1	1	1	1
True or False	1	1	1	1	1
Answer In 1 or 2 Sentences	1	1	1	1	1
Total	4	4	4	4	4

SECTION B (5*5=25 marks)

Answer ALL the questions.

One question from each unit with "either or" pattern.

SECTION C (3*10=30 marks)

Answer Any THREE questions.

One question from each unit.

(ii)   PG & M.PHIL DEGREE

SECTION A (10*2=20 marks)

Answer ALL the questions.

Descriptive Questions.

SECTION B (5*5=25 marks)

Answer ALL the questions.

One question from each unit with "either or" pattern.

SECTION C (3*10=30 marks)

Answer any THREE questions.

One question from each unit.

11.   SHORTAGE OF ATTENDANCE (CONDONATION) & RE-DO SEMESTER

SHORTAGE OF ATTENDANCE (CONDONATION)

Percentage of Attendance	Particulars
75% and above	Eligible to write End Semester Examination
65% to 74%	College Condonation
50% to 64%	Principal 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 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 re-doing the Semester, the candidate has to apply, through the Principal in the prescribed form available in the College office, atleast 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.

12. END SEMESTER EXAMINATION (ESE)

❖ 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 course, 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.

❖ The question papers for the ESE for all courses of the UG and PG programmes will be set for 75 marks and 60 marks for theory and practicals respectively.

❖ 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 only ordinary Scientific / Engineering calculators into the Examination Hall. They can 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.

12.1. GRIEVANCES REGARDING END SEMESTER EXAMINATIONS QUESTION PAPERS

If there is any problem in the question paper, students have the provision of filing their grievances in a prescribed form available with the Chief 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 she would seek the opinion / comments of the subject teacher. The Head of the Department will give her comments on the teacher's response to the grievances. If the HOD is not available for any reason, then the next senior teacher of the Department would take up this responsibility.

12.2. END SEMESTER EXAMINATION ARREARS

Students, who fail in any courses (s) in the End Semester Examinations, can appear for those courses (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.

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 Examination Committee. The Committee will enquire the candidate in the presence of her parent /s and take an appropriate decision regarding the punishment to the candidate. The decision taken by the Examination 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. 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 her Project report, she will be given special extension period of one month for submitting it. In such cases, the entire expense for conducting a separate vive-voce will be borne by the student. Otherwise, she can appear for the viva-voce at the end of the subsequent academic year.

15. **VALUATION OF ANSWER SCRIPTS OF END SEMESTER EXAMINATIONS**

Central Valuation of answer scripts is followed. For all UG 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.

16. **TATKAL SYSTEM**

Students who urgently need marks statements, 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 hours.

Fee for Mark Statement   : Rs. 1000/-

Fee for Transcript   : Rs. 500/-

17. **REVALUATION FOR THE END SEMESTER EXAMINATION (UG AND PG)**

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

❖ A candidate can apply for revaluation of courses of the current semester.

❖ Students should apply for revaluation in the prescribed form available in the Controller's Office through the HOD within 15 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 her evaluation of the transparency.

<table>
<tr><td>Fee for Transparency</td><td>: Rs. 400/-</td></tr>
<tr><td>Fee for Revaluation</td><td>: UG - Rs. 500/-</td></tr>
<tr><td></td><td> PG - Rs.   600/-</td></tr>
<tr><td></td><td> M. Phil – Rs. 700/-</td></tr>
</table>

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

18.   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. 750/- (per Paper)
PG Programme - Rs. 1000/- (per Paper)

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 in 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 Elective course or Practical Course.

19. 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.

20. UNIVERSITY RANKING EXAMINATION (URE)

❖ 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.

❖ The University Ranking 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.

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

21. TIME CEILING FOR COMPLETION OF DEGREE

The university permits UG, PG and M. Phil 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.

22. GRADING

Once the marks of the CIA and End 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 CLASSIFICATION – FROM 2019 REGULATION – UG

Marks Range	Grade Point	Corresponding Grade	CGPA	Corresponding Grade	Classification Of Final Result
90 and above	10	O	9.00 and above	O	Outstanding
80 – 89	9	A+	8.00 – 8.99	A+	Excellent
70 – 79	8	A	7.00 – 7.99	A	Very Good
60 – 69	7	B+	6.00 – 6.99	B+	Good
50 – 59	6	B	5.00 – 5.99	B	Above Average
40 – 49	5	C	4.00 – 4.99	C	Average
Below 40	0	RA	Below 4.00	RA	Reappear

'C_i' is the Credit earned for the Course i, 'G_i' is the point obtained by the Student for the Course i,

'M_i' is the marks obtained for the Course i and 'n' is the number of courses passed in that semester.

$CGPA$ = Average GPA of all the Courses starting from the first semsester to the current semester.

$$WAM(Weighted\ Average\ Marks) = \frac{\sum_{i=1}^{n} C_i M_i}{\sum_{i=1}^{n} C_i}$$

$$GPA(Grade\ Point\ Average) = \frac{\sum_{i=1}^{n} C_i G_i}{\sum_{i=1}^{n} C_i}$$

GRADE CLASSIFICATION – FROM 2019 REGULATION – PG & M.Phil.

Marks Range	Grade Point	Corresponding Grade	CGPA	Corresponding Grade	Classification Of Final Result
90 and above	10	O	9.00 and above	O	Outstanding
80 – 89	9	A+	8.00 – 8.99	A+	Excellent
70 – 79	8	A	7.00 – 7.99	A	Very Good
60 – 69	7	B+	6.00 – 6.99	B+	Good
50 – 59	6	B	5.00 – 5.99	B	Above Average
Below 50	0	RA	Below 5.00	RA	Reappear