**Prepared on 15.08.2020**

**CHOICE BASED CREDIT SYSTEM (CBCS)**

***Regulations for all the Programmes***

Approved by the 25th Academic council meeting held on 12.10.2019

(For candidates admitted from the academic year 2020-2021 onwards)

**1. Eligibility for UG Programme : 10 + 2 pattern**

**(i). For Admission (UG):** A pass in the Higher Secondary Examination (10 + 2) (Academic / Vocational Stream) conducted by the Government of Tamil Nadu; or an examination accepted as equivalent thereto by the Syndicate of Bharathidasan University, subject to such conditions as may be prescribed thereof.

**(ii). For the Degree:** The candidates shall have subsequently undergone the prescribed course of study in the college affiliated to Bharathidasan University for a period of not less than three academic years, passed the examinations prescribed and fulfilled such conditions as have been prescribed thereto.

**A. ARTS**

|  |  |  |
| --- | --- | --- |
| **S.No.** | **Name of the Programmes** | **Eligibility** |
|  | B.A. Arabic | A pass in 10+2 |
|  | B.A. Economics | A pass in 10+2 |
|  | B.A. English | A pass in 10+2 |
|  | B.A. History | A pass in 10+2 |
|  | B.Litt. Tamil | A pass in 10+2 with Tamil as a Language Paper |
|  | B.B.A. | A pass in 10+2 with Commerce and Accountancy. |
|  | B.Com. | A pass in 10+2 with Commerce and Accountancy.  |

**B. SCIENCE**

| **S.No.** | **Name of the Programmes** | **Eligibility** |
| --- | --- | --- |
|  | B.C.A. | A Pass in 10+2 with Mathematics as one of the core subjects |
|  | B.Sc. Computer Science |
|  | B.Sc. Information Technology |
|  | B.Sc. Fashion Technology andCostume Designing | 1. Candidates those who completed their Higher Secondary (+2)2. Any course in +2 (But they must have English paper also) |
|  | B.Sc. Biotechnology | A Pass in 10+2 with Mathematics,Physics, Chemistry and Biology or Physics, Chemistry, Botany and Zoology as one of the core subjects. |
|  | B.Sc. Botany | A Pass in 10+2 Biology with Chemistry |
|  | B.Sc. Chemistry | A Pass in 10+2 with Chemistry as one of the core subjects |
|  | B.Sc. Hotel Management &Catering Science | A Pass in 10+2 |
|  | B.Sc. Mathematics | A Pass in 10+2 with Mathematics as one of the core subjects |
|  | B.Sc. Microbiology | A Pass in 10+2 with 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. Physics | A Pass in 10+2 with Physics and Mathematics |
|  | B.Sc. Visual Communication | A Pass in 10+2 |
|  | B.Sc. Zoology | A Pass in 10+2 with Mathematics, Physics, Chemistry and Biology or Physics, Chemistry, Botany and Zoology as one of the core subjects |
|  | B.Voc Food Processing and Safety | A Pass in 10+2 (with no age limit) |
|  | B.Voc. Apparel and Fashion Design | A Pass in 10+2 (with no age limit) |

**2. Eligibility for PG Programme :**

**For Admission (PG)**

A candidate who is a graduate of this University or any other recognized University with the main subject/subjects as given below or who has passed the examination accepted by the Syndicate of Bharathidasan University, as equivalent thereto is eligible for admission.

**A. ARTS**

|  |  |  |
| --- | --- | --- |
| **S.No.** | **Name of the Programmes** | **Eligibility** |
|  | M.A. Arabic | A pass in B.A. Arabic / Afzal-ul-ulama Degree / any Degree with Arabic as Part I language |
|  | M.A. Economics | A pass in B.A. Economics / Econometrics |
|  | M.A. English | A pass in B.A. English Literature (OR) any degree with English as Part II language |
|  | M.A. History | A pass in any Degree |
|  | M.A. Tamil  | A pass in B.A. Tamil/ B.Lit./B.A. Applied Tamil/ Pulavar Degree (OR) any Degree with Tamil as Part I language |
|  | M.B.A. | A pass in any Degree |
|  | M.Com. | A pass in B.Com. / Bank Management / Computer Applications / Financial Management / B.Com. (Applied) / Co-Operation / B.B.A. and other related Programmes equivalent to B.Com. |
|  | Master of Social Work (MSW) | A pass in any Degree |

**B. SCIENCE**

| **S.No.** | **Name of the Programmes** | **Eligibility** |
| --- | --- | --- |
|  | M.C.A.  | As per AICTE, UGC and Bharathidasan University norms |
|  | M.Sc. Biotechnology | A pass in B.Sc. with Bio Technology/Bio-Chemistry / Botany / Zoology / Microbiology / Biology / Life sciences / Integrated Biology / B.Sc. with Biological Sciences as one of the subjects (B.E. / B.Tech – Biotechnology) / B.Pharm / B.Sc. Agriculture & / B.Sc. Horticulture |
|  | M.Sc. Botany | A pass in B.Sc. Botany |
|  | M.Sc. Chemistry | A pass in B.Sc. Chemistry |
|  | M.Sc. Computer Science | B.Sc. Computer Science, B.Sc.I.T., 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 |
|  | M.Sc. Fashion Technologyand Costume Designing | Candidates must have completed B.Sc Fashion Technology / Costume Designing / B.Sc Apparel and Fashion Technology/ B.Sc Textile Science/ B.Sc. Home Science |
|  | M.Sc. Nutrition & Dietetics | B.Sc. Nutrition and Dietetics / Home Science or any Home Science Allied Chemistry / Food Technology / B.Sc. Microbiology with Biochemistry |
|  | M.Sc. Information Technology | B.C.A. / B.Sc. Computer Science / B.Sc. Information Technology / B.Sc. Software Development or any other degree (with Mathematics as an allied subject / Major subject) or (Computer Science with Mathematics or Business Mathematics or Statistics at +2 level) of this University or from a recognized University or an examination accepted by the Syndicate as equivalent thereto |
|  | M.Sc. Mathematics | A Pass in B.Sc. Mathematics |
|  | M.Sc. Microbiology | A pass in 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. Horticulture |
|  | M.Sc. Physics | A Pass in B.Sc. Physics / B.Sc. Electronics / Applied Physics / Four year Physics (Honours) |
|  | M.Sc. Zoology | A Pass in B.Sc. Zoology |

**3. Duration**

 UG Programme : 3 years; PG Programme: 2 years; MCA- As per AICTE, UGC and Bharathidasan University norms; M.Phil: Full Time 1 year; Part Time 2 years. Each academic year shall comprise of two semesters viz. Odd and Even semesters. Odd semesters shall be from June / July to October / November and Even Semesters shall be from November / December to April / May. There shall be not less than 90 working days which shall comprise 450 teaching clock hours for each semester. (Exclusive of the days for the conduct of End-Semester Examinations).

 In each semester, courses are offered in 15 teaching weeks and the remaining 3 weeks are to be utilized for the conduct of examinations and evaluation purposes. Each week has 30 working hours spread over 6 days a week.

**4. The CBCS System**

 All Programmes mentioned earlier shall be conducted on 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 term ‘Credit’ refers to the weightage given to a course, usually in relation to the instructional hours assigned to it. However, in no instance the credits of a course can be greater than the hours allotted to it. Each Course is designed variously under lectures / tutorials / laboratory or field work / seminars / practical trainings / Assignments / Report writing etc., to meet effective teaching and learning needs.

**5. Courses in Programmes**

 An 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 offered for the UG programmes.

Language Courses (LC) (any one of Arabic, French, Hindi, Tamil, Urdu), English Language Courses (LE), Core Courses (CC), Allied Courses (AC), Discipline Specific Elective Courses (DE), Generic Elective Courses (GE), Skill Enhancement Courses (SE) and
Ability Enhancement Courses (AE)

The Language Courses and English Language Courses, four each in number are meant to develop the students’ communicative skills at the UG level. Core Courses are the basic courses compulsorily required for each of the programme of study. These will be related to the subject of the programme in which the candidate gets the degree. Allied Courses cover two disciplines that are generally related to the main subject of the programme. There shall be 16 Core Courses, 8 Allied Courses and 3 Discipline Specific Elective under Part III. There are 2 Generic Electives and 3 Ability Enhancement Courses, viz. Value Evaluation, Environmental Studies and Gender Studies. Besides, 3 Skill Enhancement Courses are to be offered under Part IV. Any student can earn Extra Credits by completing a course in online during the period of study. To facilitate Advanced learners, Courses with Extra Credit are offered in 5th and 6th semesters. All the Extra Credit Courses are in self study mode and are optional.

**Under Graduate Programmes**

The following are the credits for BA, B.Sc, B.Com, BCA, and BBA programmes with effect from 2020-2021.

(Approved by the 26th Academic council meeting held on 18.06.2020)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **S.No.** | **Courses** | **No. of Courses** | **Total Hrs during the** **Program** | **No. of Credits** | **Total Credits** | **Marks.** |
| 1. | **Part I – Language** **(Arabic/ French / Hindi/ Tamil /Urdu)** **( I to IV Semesters)** | 4 | 24@6 Hours | 3 | 12 | 400 |
| 2. | **Part II – English ( I to IV Semesters)** | 4 | 24@6 Hours | 3 | 12 | 400 |
| 3. | **Part III – Allied Courses** **( I to IV Semesters)** | 8 | 30@5/4/3 Hours | 4/3/2 | 21 | 800 |
| 4. | **Part III – Core Courses** **( I to VI Semesters)** | 16 | 73@6/5/4/3 Hours | 5/4/3/2 | 67 | 1600 |
| 5. | **Part III – Discipline Specific Electives** | 3 | 14@5 /4 Hours | 4 | 12 | 300 |
| 6. | **Part IV**  |
| Value Education ( I Semester) | 1 | 2 Hours | 2 | 2 | 100 |
| Environmental Studies ( III Semester) | 1 | 2 Hours | 2 | 2 | 100 |
| Generic Electives (including for other language students. Basic Tamil / Advanced Tamil ( III & IV Semesters)) | 2 | 4@2 Hours | 2 | 4 | 200 |
| Skill Enhancement Courses(II & V Semesters)  | 3 | 6 @ 2 Hours | 2 | 6 | 300 |
| Gender Studies – VI Semester | 1 | 1 Hour | 1 | 1 | 100 |
| 7. | **Part-V Extension Activity** **( IV Semester)** | - | - | 1 | 1 | - |
| 8. | **Courses with Extra Credit for Advanced Learners****(V & VI Semesters)** | 2\* | - | 4\* | 8\* | 200\* |
|  | **Online Course with Extra Credit for all (During Programme Period)** | 1\* | - | 1\* | 1\* | - |
| **Total** | **43** |  | **-** | **140** | **4300** |

\* Not Considered for Grand Total and CGPA

**PART-I: Language Course (LC)**

The College offers Arabic, French, Hindi, Tamil and Urdu as Part-I language. An undergraduate student must select any one of them as Part-I language. He/She should earn 12 credits (3 credits per semester in the first four semesters). Part I carries 400 marks in the first 4 semesters.

**PART-II: English Language Course (LE)**

All the UG students shall undergo these Courses for the first four semesters. A student must earn 12 credits (3 credits per semester in the first four semesters). Part II carries 400 marks in the first 4 semesters.

**PART III: Core Courses (CC)**

A course, which should compulsorily be studied by a student as a core requirement is termed as a Core course.

There are 16 Core Courses, which are considered essential for each major subject. Each department will decide the title of courses. The Core Courses carry 67 total credits with 1600 marks.

**PART III: Allied Courses (AC)**

In addition to Core Courses, an undergraduate student must study allied courses which may help to understand the Core Courses in a better way. The students will study 8 allied courses carry 21 total credits for 800 marks.

**Elective Course:**

Generally a course which can be chosen from a pool of courses and which may be very specific or specialized or advanced or supportive to the discipline/ subject of study or which provides an extended scope or which enables an exposure to some other discipline/subject/domain or nurtures the student’s proficiency/skill is called an Elective Course.

**PART III: Discipline Specific Elective Courses (DE)**

Elective courses may be offered in main discipline/subject of study is referred to as Discipline Specific Elective.

There are 3 discipline specific elective courses each of 4 credits, totaling 12 credits with 300 marks.

**PART IV: Generic Elective Courses** **(GE)**

An elective course chosen generally from an unrelated discipline/subject, with an intention to seek exposure is called a Generic Elective.

There are two courses - one in semester III and one in semester IV with 2 credits each. Even though it is open to all the students, irrespective of the Department, **No student** shall be permitted **to select Generic Elective Courses** offered by the **parent department**. Students have to choose Generic Elective Courses offered by other departments only.

In case of languages, the students who study Arabic, French, Hindi, Tamil and Urdu should study two courses on Basic Tamil during Semester III and Semester IV. The students who have studied Tamil in Higher Secondary School and taken other languages as Part – I, have to study Advanced Tamil during these semesters. Others will study other Generic Electives.

**PART IV: Skill Enhancement Courses** **(SE):**

The Skill Enhancement courses are skill-based and are aimed at providing hands-on-training, competencies, skills, etc. These courses may be chosen from a pool of courses designed to provide skill-based knowledge.

Three Courses are offered with 2 credits each.

**PART IV: Ability Enhancement Courses (AE):**

The Ability Enhancement (AE) Courses are based upon the content that leads to Knowledge enhancement, namely, Value Education, Environmental Science and Gender Studies. These are mandatory for all disciplines.

They include the Value Education and Environmental Studies with 2 Credits each and there is a course on Gender Studies with one credit.

**PART V : Extension Activities (EA)**

a) **The Extension Activities include activities** of the NSS, NCC, RRC, Youth Red Cross, Fine Arts, Leo Club, Rotaract Club, Citizen Consumer Club, Anti Dowry Association, Helping Hearts Association, Gender Club, Student Exnora, Thanneer Sutru Choolal Manavar Mandram, Drug Abolishers Association and Sports. All students have to involve themselves in atleast one of the extension services for the first four semesters. This will carry 1 credit during IV semester.

Grades will be awarded on the basis of participation, performance and behaviour. One of the Grades (A/B/C/D) shall be entered in the mark statement during semester IV as described below:

A: DISTINCTION B: VERY GOOD C: GOOD D: FAIR

**b) JAMCROP - Jamal Mohamed College Community Reach Out Programme**

Under this programme all the first year UG students have to undergo JAMCROP (in Semester I or Semester II of study period) compulsorily in collaboration with Unnat Bharat Abhiyan scheme of MHRD, Govt. of India functioning in our College. A minimum of 10 hours has to be spent in the allotted/ identified destination.

**Courses with Extra Credit (EC) for Advanced Learners:**

Courses with extra credit for advanced learners are introduced to enrich their knowledge. These are offered in self study mode and are optional. For UG, two Courses with extra credits during Semester V and Semester VI are offered.

**Eligibility for Courses with Extra Credit for Advanced Learners:**

**Science Programme:**

Minimum 75% Marks in the first four semesters for Extra Credit Course-I and
75 % in the first five semesters for Extra Credit Course-II of Part III courses for UG.

**Arts Programme:**

Minimum 70% Marks in the first four semesters for Extra Credit Course-I and
70 % in the first five semesters for Extra Credit Course-II of Part III courses for UG.

**Note:**

1. There should be no standing arrears for writing Extra Credit Courses (ie. Students should have passed all papers at the time of filling up of examination application form)
2. Students are not permitted to write the course as arrear, if he / she fails in the courses with extra credit.

**Courses with Extra Credit (EC) for all the Learners:**

In order to motivate all students, Extra credit courses are offered to gain more credits. According to the guidelines of UGC, the students are encouraged to avail this option of enriching by enrolling themselves in the Massive Open Online Courses (MOOC) **in any subject of their choice** provided by various portals such as SWAYAM, NPTEL etc. This can be availed by all students and there is no minimum eligibility to take up this course by **UG students during their period of study (3 years).**

**VALUE ADDED COURSES FOR UG STUDENTS**

Two value added courses are being offered by every department for UG students one in Semester III and another in Semester V from the academic year 2019-20. The course duration will be 30 hours. At the end of the course, an internal examination with two hours duration will be conducted by all departments. The question papers for the said examination can be set internally for a maximum of 100 marks. The question paper pattern can be decided by the respective Chairman of the Board of Studies. The valued answer scripts can be kept in the department and the grades may be awarded as per the chart given below. A common course completion certificate will be presented to all candidates who undergo the course.

|  |  |
| --- | --- |
| **Range of Marks** | **Corresponding Grade** |
| 90 and above | O |
| 70 to 89 | A |
| 50 to 69 | B |
| 40 to 49 | C |
| Below 40 | -- |

**Value Added Course (Semester III)**

|  |  |
| --- | --- |
| **Department** | **Course Title** |
| Arabic | Communicative Arabic |
| Biotechnology | Clinical Diagnostic Methods |
| Botany | Bioinoculants for Commercialization |
| Business Administration | E - Marketing |
| Chemistry | Reagents Preparations and its Validation |
| Commerce | Introduction to Goods and Services Tax |
| Computer Application | 1. Python Programming
2. Basics of IoT
 |
| Computer Science | Python Programming |
| Economics | Economics for Competitive Examinations |
| English | Creative Writing for Beginners |
| Fashion Technology & Costume Designing | Traditional Embroidery - Practical |
| History | Tourism Potentials in Tiruchirappalli |
| Hotel Management & Catering Science | Vegetables & Fruits Carving Techniques |
| Information Technology | Database Administration |
| Mathematics | 1) Mathematics for Competitive Examinations-I2) R Programming (for DBT Star College Scheme) |
| Microbiology | Food Processing and Quality Assurance |
| Nutrition & Dietetics | Kitchen Gardening |
| Physics | Physics Laboratory Instruments and Their Trouble Shooting |
| Tamil | jkpo;f; fzpdpg; gapw;rp |
| Visual Communication | Commercial Art |
| Zoology | Aquarium Keeping |

**Value Added Course (Semester V)**

|  |  |
| --- | --- |
| **Department** | **Course Title** |
| Arabic | Medical Tourism |
| Biotechnology | Herbal Healthcare Practices |
| Botany | Forensic Botany |
| Business Administration | Export Procedure |
| Chemistry | Chemical Waste Management |
| Commerce | Export Import Procedure |
| Computer Application | 1. Angular JS
2. Android Programming
 |
| Computer Science | MATLAB |
| Economics | Data Handling Using Excel |
| English | The Art of Review Writing |
| Fashion Technology & Costume Designing | Pattern Making and Garment Construction for Women’s Wear - Practical |
| History | Art And Architecture in Tiruchirappalli |
| Hotel Management & Catering Science | Entrepreneurship Essentials in Hospitality and Tourism Industry |
| Information Technology | Dreamweaver |
| Mathematics | 1) Mathematics for Competitive Examinations-II2) Maple & Mathematica (for DBT Star College Scheme) |
| Microbiology | Clinical Research |
| Nutrition & Dietetics | Food Toxicology |
| Physics | Space Physics |
| Tamil | Ntiytha;g;Gj; jkpopay; fy;tp |
| Visual Communication | Stop Motion Animation |
| Zoology | Birds Keeping |

**Post Graduate Programmes**

The following are the credits for PG programmes: **Arabic, Botany, Chemistry, Commerce, Economics, English, History, Mathematics, Physics, Tamil and Zoology** with effect from 2020-21.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S.No.** | **Courses** | **Total Hours during the** **Programme** | **No. of** **Credits** | **Total** **Credits** | **Marks** |
| 1. | Core Courses (15 courses) | 90 @ 6 Hours | 5/4 | 69 | 1500 |
| 2. | Discipline Specific Elective Courses (4 courses) | 24 @ 6 Hours | 4 | 16 | 400 |
| 3. | Project\*\* | 6 Hours | 4 | 4 | 100 |
| 4. | Online Course (Compulsory) | - | 1 | 1 | - |
|  | Online Courses with Extra Credit for Advanced Learners (III Semester) | - | 1\* | 1\* | - |
|  | Courses with Extra Credit Career Exams for Advanced Learners (IV Semester) | - | 5\* | 5\* | 100\* |
| **Total** |  | **-** | **90** | **2000** |

The following are the credits for M**.Sc Bio-Technology, Fashion Technology & Costume Designing, Microbiology and M.Sc Nutrition & Dietetics**. with effect from 2020-21.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S.No.** | **Courses** | **Total Hours during the** **Programme** | **No. of** **Credits** | **Total** **Credits** | **Marks** |
| 1. | Core Courses (15 courses) | 90 @ 6 Hours | 5/4 | 69 | 1500 |
| 2. | Discipline Specific Elective Courses (3 courses) | 18 @ 6 Hours | 4 | 12 | 300 |
| 3. | Project\*\* | 12 Hours | 8 | 8 | 200 |
| 4. | Online Course (Compulsory) | - | 1 | 1 | - |
|  | Online Courses with Extra Credit for Advanced Learners (III Semester) | - | 1\* | 1\* | - |
|  | Courses with Extra Credit Career Exams for Advanced Learners (IV Semester) | - | 5\* | 5\* | 100\* |
| **Total** |  | **-** | **90** | **2000** |

The following are the credits for **M.Sc. Computer Science and M.Sc., IT** with effect from 2020-21.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S.No.** | **Courses** | **Total Hours during the** **Programme** | **No. of** **Credits** | **Total** **Credits** | **Marks** |
| 1. | Core Courses (14 courses) | 84 @ 6 Hours | 5/4 | 64 | 1400 |
| 2. | Discipline Specific Elective Courses (3 courses) | 18 @ 6 Hours | 4 | 12 | 300 |
| 3. | Project\*\* | 18 Hours | 13 | 13 | 300 |
| 4. | Online Course (Compulsory) | - | 1 | 1 | - |
|  | Online Courses with Extra Credit for Advanced Learners (III Semester) | - | 1\* | 1\* | - |
|  | Courses with Extra Credit Career Exams for Advanced Learners (IV Semester) | - | 5\* | 5\* | 100\* |
| **Total** |  | **-** | **90** | **2000** |

For MBA, MCA and MSW separate Course Structures and Schemes of Examination will be followed.

**MBA Programme** with effect from 2020-21

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S. No.** | **Courses** | **Total Hrs during****the Programme** | **No. of****credits** | **Total credits** | **Marks** |
| 1 | Core Courses (18 courses) | 80 @ 6/5/4 Hours | 5/4 | 74 | 1800 |
| 2 | Elective Courses (8 courses) | 40 @ 5 Hours | 4 | 32 | 800 |
| 3 | Project\*\* | 8 Weeks | 7 | 7 | 200 |
| 4 | Comprehensive Viva Voce | - | 2 | 6 | 300 |
| 5 | Online Course (Compulsory) | - | 1 | 1 | - |
|  | Online Courses with Extra Credit for Advanced Learners (III Semester) | - | 1\* | 1\* | - |
|  | Courses with Extra Credit Career Exams for Advanced Learners (IV Semester) | - | 5\* | 5\* | 100\* |
|  | Total |  | - | 120 | 3100 |

**MCA Programme** with effect from 2020-21

As per AICTE, UGC and Bharathidasan University norms.

The following are the credits for **M.S.W.** with effect from 2020-21.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S. No** |  **Courses** | **Total Hours during the Programme** | **No. of** **Credits** | **Total** **Credits** | **Marks** |
| 1 | Core Courses (14 Courses)  | 84@ 6 Hours | 5/4 | 63 | 1400 |
| 2 | Elective Courses (5 Courses)  | 30@ 6 Hours | 5/4 | 23 | 500 |
| 3 | Project \*\* | 6 @ 6 Hours | 3 | 3 | 100 |
| 4 | Online Course (Compulsory) | - | 1 | 1 | - |
|  | Online Courses with Extra Credit for Advanced Learners (III Semester) | - | 1\* | 1\* | - |
|  | Courses with Extra Credit Career Exams for Advanced Learners (IV Semester) | - | 5\* | 5\* | 100\* |
|  | **Total** |  | -- | **90** | **2000** |

\* Not Considered for Grand Total and CGPA

\*\* Evaluation of the Project and Viva Voce shall be made jointly by the Internal Examiner and the External Examiner

**Project (PG)**

Evaluation of project 75% of the total marks

Viva voce 25% of the total marks

**Online course (Compulsory) by MOOC**

**All PG students must complete one Online course offered through MOOC,** during their period of study o**n any subject of their choice** (online course under Extra credit cannot be included in this category). The **defaulters can attend campus e-learning course.** The content of such course can be framed by the respective Chairman of Board of Studies comprising of the lessons / units/ topics of all semesters for designing 100 multiple choice questions covering all units of the programme. An Online examination will be conducted with a prescribed fee. **Only after the declaration of the results of all semesters, a student can do the campus e-learning course. The students who fail /fail to complete the online course will loose the opportunity of getting their degrees** in the stipulated period.

**Extension Activities: JAMCROP - Jamal Mohamed College Community Reach Out Programme**

Under this programme all the first year PG students have to undergo JAMCROP (in Semester I or Semester II of study period) compulsorily in collaboration with Unnat Bharat Abhiyan scheme of MHRD, Govt. of India functioning in our College. A minimum of 10 hours has to be spent in the allotted/ identified destination.

**Courses with Extra Credit (EC) for Advanced Learners:**

Courses with extra credit for advanced learners are introduced to enrich their knowledge. These courses are offered in self study mode and are optional. For PG, two courses with extra credit during Semester III and Semester IV are included.

**Eligibility for Courses with Extra Credit (EC) for Advanced Learners:**

**Science Programme:**

Minimum 75% Marks in the first two semesters for Extra Credit Course-I and 75 % in the first three semesters for Extra Credit Course-II for PG.

**Arts Programme:**

Minimum 70% Marks in the first two semesters for Extra Credit Course-I and
70 % in the first three semesters for Extra Credit Course-II for PG.

**Note:**

1. There should be no standing arrears for writing Extra Credit Courses (ie. Students should have passed all papers at the time of filling up the examination application form)
2. Students are not permitted to write the course as arrear, if he / she fails in the courses with extra credit.

**Internship:**

Guidelines for carrying out internship:

* A student **must spend a minimum of 5 Days** in an Institute/ organization/ Industry / factory and should obtain a certificate from the authorities of the concerned organization.
* **A report of the visit of the internship must be submitted to the Department** as the case may be in the prescribed format. Marks will be awarded for Internship as per the allotment / Visit.

**Master of Philosophy Programme (M.Phil.)** with effect from 2020-21

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **SEM.** | **COURSE** | **COURSE TITLE** | **HRS /****WEEK** | **CREDIT** | **CIA****Mark** | **ESE****MARK** | **TOTAL****MARK** |
| **I** |  CORE I  | Research Methodology | 4\* |  4 | 25 | 75 | 100 |
|  CORE II | Related to the Research work | 4\* | 4 | 25 | 75 | 100 |
|  CORE III | Teaching and Learning skills (Common Paper) | 4\* | 4 | 25 | 75 | 100 |
|  CORE IV(Elective) | Paper on Topic of Research (The syllabus will be prepared by the Guide and the examination will be conducted by the COE) | 4\* | 4 | 25 | 75 | 100 |
| \*One Hour Library for each course |
| **TOTAL** | 16 |  16 | 100 | 300 | 400 |
| **II** |   | Dissertation## | **-** | 8 | - | - | 200 |
|  | **GRAND TOTAL** | **-** | **24** | **-** | **-** | **600** |

## Evaluation of the Dissertation and an Open Viva Voce shall be conducted jointly by the Research Supervisor and the External Examiner.

**M.Phil -** Dissertation

Evaluation of Dissertation 150 Marks

Viva voce 50 Marks

**PG Diploma Programme** with effect from 2020-21

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| S.No | Courses | **Total Hours during the** **Programme** | **No. of** **Credits** | **Total** **Credits** | **Marks** |
| 1. | Core Courses (10 courses) | 60 @ 6 Hours | 4 | 40 | 1000 |

**6. Examinations**

1. During Semester I, it is mandatory for all the students to submit the Biodata Form during first Tutorial Class, in order to get themselves registered and for the allotment of a register number (for end semester examinations). If the student fails to register, he / she cannot continue the second semester.
2. All the students must submit the Autonomous Examination application forms during October to write the Odd Semester Autonomous Examinations (October / November) and during March to write the Even Semester Autonomous Examinations (April / May).
3. A candidate who has not passed the examination in any course(s) may be permitted to appear in such failed course (s) in the subsequent examinations to be held in October / November or April / May.
4. PG students are required to take up a Project Work and should submit the Project Report during the 4th semester. The Head of the Department, in consultation with staff members of the department concerned, **shall assign the Guides in the beginning of the 3rd Semester** who in turn will guide and help in the Project Work. **Two typed copies** of the Project Report shall be submitted to the Department on or before the date fixed by College, out of which one copy will be forwarded to the Controller of Examinations of our College and one copy should be kept in the Department Library. Each candidate is required to appear for Viva-Voce Examination for the Project work.

**7. Condonation (w.e.f 2016-2017)**

All students are expected to attend their classes on all working days regularly. In case of sickness / emergencies / leave on medical grounds a student can apply for leave properly in the prescribed forms available at the Attendance Department. If a student fails to earn the minimum number of days of attendance he / she will not be permitted to appear for End Semester Examinations. **The attendance rules and regulations are being followed as per the University norms.**

**8. Question paper pattern and Distribution of marks: 2020-21 onwards**

 **i ) Internal Examinations (CIA-I & II) and End Semester Examinations( ESE)**

**a) Part-I, Part-II and Part-III of UG Courses & for PG Courses**

Part-A 20 x 1 (Multiple choice Questions) = 20 Marks

Part-B 5 x 5 (Internal Choice- Either or Type Questions) = 25 Marks

Part-C 3 x 10 (Open choice- 3 out of 5 Questions) = 30 Marks

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TOTAL 75 Marks

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Practical Courses-100 Marks (CIA-20 Marks + Record-5 Marks + Evaluation -75 Marks)

**b) Part-IV of UG Courses- End Semester Examinations** for Generic Elective Courses, Skill Enhancement Courses (except Soft Skill Development) and Extra credit courses, there is no CIA marks and End Semester Examinations will be conducted for 100 marks.

The following Question paper pattern may be followed:

**Pattern-1: Descriptive pattern**

Part-A (5 Questions out of 8) 5 x 8 = 40 Marks

Part-B (5 Questions out of 8) 5 x 12 = 60 Marks

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 100 Marks

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(or)

**Pattern-2: Multiple Choice Questions**

100 x 1 =100 Marks

(or)

**Pattern-3: Practical Courses**

Practical Courses-100 Marks (Record-20 Marks + Evaluation -80 Marks)

**Pattern-4: Skill Enhancement Course- I: Soft Skills Development (Code No. 20UCN2SE1)**

In the end semester examination, a maximum of 100 marks is allotted for Workbook and Viva voce.

|  |  |
| --- | --- |
| **Description** | **Maximum marks** |
| **Workbook**(Each unit carries 10 marks) | 50 |
| **Resume Preparation** | 10 |
| **Self Introduction** **Video Presentation-20 Marks (or)****Oral Presentation-10 Marks** | 20 |
| **Mock Interview**Aptitude | 04 |
| Physical appearance Communication Skills | 0406 |
| Interview questions based on the resume & workbook | 06 |

The subject teacher and one more examiner, either HOD or a staff member of our College (nominated / identified by the HOD) will conduct the examination for a maximum of 30 candidates per session.

**Pattern-5: Ability Enhancement Courses-I : Value Education (20UCN1AE1)**

(Approved by the 26th Academic council meeting held on 18.06.2020)

Course Duration : 15 hours

Evaluation System : Activity based

Hours of Teaching : 5 hours

Hours for Activity : 10 hours

**CIA Components:**

1. Documentary (or) Poster Presentation (or) Elocution - 25 Marks
2. Quiz (or) MCQ Test – 25 Marks
3. Album Making (or) Case study on a topic (or) Field Visit – 25 Marks
4. Essay Writing (or) Assignment (Minimum 10 pages) – 25 Marks

There will be no End Semester Examination for this course. However the subject teacher will evaluate the above mentioned components based on the performance of the students and submit the marks out of 100 (in the format to be supplied by the COE) with the approval of the concerned Head of the Department to the COE along with CIA marks of other courses.

**Pattern-6: Ability Enhancement Courses-III :** Gender Studies **(17UCN6GS / 18BCN4GS and 20UCN6AE3)**

(Approved by the 26th Academic council meeting held on 18.06.2020)

Syllabus : Existing Syllabus with Course Code **17UCN6GS / 18BCN4GS**

Course Duration : 15 hours

Evaluation System : Activity based

Hours of Teaching : 5 hours

Hours for Activity : 10 hours

**CIA Components:**

1. Documentary (or) Poster Presentation (or) Elocution - 25 Marks
2. Quiz (or) MCQ Test – 25 Marks
3. Album Making (or) Case study on a topic (or) Field Visit – 25 Marks
4. Essay Writing (or) Assignment (Minimum 10 pages) – 25 Marks

There will be no End Semester Examination for this course. However the subject teacher will evaluate the above mentioned components based on the performance of the students and submit the marks out of 100 (in the format to be supplied by the COE) with the approval of the concerned Head of the Department to the COE along with CIA marks of other courses.

**COURSES WITH EXTRA CREDITS**

**Pattern: Multiple Choice Questions**

100 x 1 =100 Marks

**Awarding of Grades for Extension Activities (JAMCROP)**

a) The evidences in the mode of photographs or certificates highlighting the activities can be handed over to the Tutors concerned for the award of Grade
A/ B/ C/ D. A consolidated report of the JAMCROP activities undertaken by students of respective departments, must be submitted by the Tutor to the Coordinator of JAMCROP programmes and COE at the end of Semester II only.

b) Under Lab to Land scheme (of NAAC) every HOD/ MID of the department has to depute atleast 15 students comprising of I UG and I PG classes in the department to any village of their choice with a minimum of 10 hours for carrying out Awareness programme / Literacy Programme/ Health –related activities and any other programmes of societal concern in order to contribute to the development of a village with an eye on Social responsibility. This fulfilled activity can be counted upon for JAMCROP.

**ii) PG Diploma Programme, COP and other Certificate Courses.**

Part-A (Internal Choice- Either or Type Questions) 5 x 5 = 25 Marks

Part-B (5 Questions out of 8) 5 x 10 = 50 Marks

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 TOTAL 75 Marks

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**iii) M.Phil Programme**

**Internal Examinations (CIA-I & II) and End Semester Examinations (ESE)**

Part A: 10 Questions x 2 Marks = 20 Marks

(Two Questions from each unit)

Part B: 5 Questions x 5 Marks = 25 Marks

(Internal Choice and one set of questions from each unit)

Part C: 3 Questions x 10 Marks = 30 Marks

 (Answer any three out of 5 questions and one question from each unit)

**Evaluation**

 The performance of a student in each course is evaluated in terms of percentage of marks with a provision for conversion to grade points. Evaluation for each course shall be done by a continuous internal assessment by the course teacher concerned as well as by an end semester examination and will be consolidated at the end of the course.

The Components for Continuous Internal Assessment (CIA) are:

(Approved by the 26th Academic council meeting held on 18.06.2020)

|  |
| --- |
| **UG (Theory) – 25 Marks (7.5 + 7.5 + 2 + 2 + 3+3) or** **– 20 Marks (5 + 5 + 2 + 2 + 3+3)** |
| **Test – I (3 hours)** | **Test – II (3 hours)** |
| Two and half Units (50% of syllabus) | Remaining Two and half Units (50% of syllabus) |
| * 1. Marks or 5 Marks

CIA Test-I will be conducted for 3 hours with 75 Marks and Converted to 7.5 or 5 Marks | 7.5 Marks or 5 MarksCIA Test-II will be conducted for 3 hours with 75 Marks and Converted to 7.5 or 5 Marks |
| Attendance : 2 MarksAttendance marks should be calculated up to CIA Test –I 50 % to 74% - 1 Mark 75 % to 100% - 2 Marks | Attendance : 2 MarksAttendance marks should be calculated from CIA Test –I 50 % to 74% - 1 Mark 75 % to 100% - 2 Marks |
| Assignment/ Seminar/ Paper presentation/ Paper Publication/ Class Quiz/ MCQ based test/ Debate/ Composition/ Media Appreciation, etc. : 6 Marks (3+3 marks) |

|  |
| --- |
| **UG (Practical) & PG (Practical) – 20 Marks (5 + 5 + 2 + 2 + 3 + 3)** |
| **Test – I (3 hours)** | **Test – II (3 hours)** |
| 50% of the list of practicals  | Remaining 50% of the list of practicals |
| 5 MarksCIA Test-I will be conducted for 3 hours with 80 Marks and Converted to 5 | 5 MarksCIA Test-II will be conducted for 3 hours with 80 Marks and Converted to 5 |
| Attendance : 2 MarksAttendance marks should be calculated up to CIA Test –I 50 % to 74% - 1 Mark 75 % to 100% - 2 Marks | Attendance : 2 MarksAttendance marks should be calculated from CIA Test –I 50 % to 74% - 1 Mark 75 % to 100% - 2 Marks |
| Observations / Performance: 3 Marks | Observations / Performance: 3 Marks |

|  |
| --- |
| **PG (Theory) – 25 Marks (7.5 + 7.5 + 2 + 2 + 2 + 2+2)** **– 20 Marks (5 + 5 + 2 + 2 + 2 + 2+2)** |
| **Test – I (3 hours)** | **Test – II (3 hours)** |
| Two and half Units (50%) | Remaining Two and half Units (50%) |
| * 1. Marks or 5 Marks

CIA Test-I will be conducted for 3 hours with 75 Marks and Converted to 7.5 or 5 Marks | 7.5 Marks or 5 MarksCIA Test-II will be conducted for 3 hours with 75 Marks and Converted to 7.5 or 5 Marks |
| Attendance : 2 MarksAttendance marks should be calculated up to CIA Test –I 50 % to 74% - 1 Mark 75 % to 100% - 2 Marks | Attendance : 2 MarksAttendance marks should be calculated from CIA Test –I 50 % to 74% - 1 Mark 75 % to 100% - 2 Marks |
| Assignment/ Seminar/ Paper presentation/ Paper Publication/ Class Quiz/ MCQ based test/ Debate/ Composition/ Media Appreciation, etc. : 4 Marks (2+2 marks) |
| **For Library referencing 2 Marks will be awarded****The number of hours allotted for Library Referencing would be a minimum of 10 hours per semester. The marks scored out of 2 will be given to all the theory courses of the semester.****Library Referencing - 8 hours- 1 Mark****Library Referencing - 10 hours- 2 Marks** |

Note : In case total marks of CIA is 10, it will be calculated for 20 and converted to 10

The Components of Continuous Internal Assessment (25 Marks) for M.Phil Programme

|  |  |
| --- | --- |
| Two testsEach CIA Test will be conducted for 3 hours with 75 Marks and Converted to 5 | 10 Marks  |
| Conference / Seminar / Workshop / Training Programme-For Paper Presentation (in any number) : Max. 5 Marks or Only Participation (in any number) : Max. 2 Marks | 05 Marks  |
| Seminar  | 05 Marks  |
| Assignment  | 05 Marks  |
| **Total**  | **25 Marks**  |

The procedures for the conduct of the Semester Examination and valuation will be evolved by the office of the Controller of Examinations in consultation with the Examination Committee.

Classes will be awarded separately for Part I, Part II and Part III. Marks alone will be awarded for Part IV like Value Education, Environmental Studies, Gender Studies, Skill Enhancement Courses and Generic Electives. For extra curricular activities of Part V, grades will be awarded. Marks obtained in Part III Allied Courses, Core Courses, Discipline Specific Elective Courses and Project work will be taken into consideration for awarding class in the overall performance of the student with grading system.

**10. Passing Minimum**

For UG, COP, ADCAA and Aalim courses the passing minimum for CIA and End Semester Examination (ESE) shall be 40%. For PG, M.Phil and PG Diploma courses, the passing minimum for CIA and End Semester Examination shall be 50%.

For all programmes the ratio between CIA and End Semester Examination will be 25:75 for Theory and 20:80 for Practical Courses.

|  |
| --- |
| **UG, COP and ADCAA Programmes** |
|  | **Continuous Internal Assessment (CIA)** | **End Semester Examination (ESE)** |
| Theory | 40% of 25 Marks(ie.10 marks) | 40% of 75 Marks(ie.30 marks) |
| Practical | 40% of 20 Marks(ie.8 marks) | 40% of 80 Marks(ie.32 marks) |
| **PG and PG Diploma Programmes and M.Phil Programmes** |
|  | **Continuous Internal Assessment (CIA)** | **End Semester Examination (ESE)** |
| Theory | 50% of 25 Marks(ie.12 marks) | 50% of 75 Marks(ie.38 marks) |
| Practical | 50% of 20 Marks(ie.10 marks) | 50% of 80 Marks(ie.40 marks) |

* Passing minimum for PG, PG Diploma and M.Phil (Theory & Practical) will be 50% of the marks each in CIA and ESE.
* Passing minimum for PG Project work will be 50% each for evaluation and Viva-Voce.
* Passing minimum for M.Phil dissertation work will be 55% each for evaluation and Viva-Voce.
* A candidate who gets less than the passing minimum mark in the evaluation of project /dissertation, must resubmit the project /dissertation report. Such candidates need to appear again for the Viva-voce on the resubmitted project /dissertation.

**11. Improvement of CIA Marks** for all programmes (Students admitted during and prior to 2014-15 shall refer Hand Book on Autonomy-Volume V for old regulations).

1. Students of all programmes who are unable to write the CIA Test-I with valid reason should get prior permission from the Tutor and HOD concerned and can write the CIA Test –I with a fee of Rs.200 per paper. Re-test request should be submitted to the COE’s office within 15 days after the conduct of CIA Test-I. Applications submitted after the deadline will not be considered for the retest. There is no retest for CIA Test-II and also no retest for those who secured low mark in CIA Test -I.
2. Students who have failed in the CIA **should improve their CIA** in the immediate subsequent semester, by paying a fee of Rs. 400 per paper for UG and Rs. 500 per paper for PG within 20 days of publication of Autonomous Examinations results. They should submit two assignments and write two tests. Those students who fail in this attempt will have to pay an additional fee of Rs. 100 per paper / per semester. Marks secured for the attendance in the particular semester shall be considered for CIA component.
3. In case of PG students admitted from 2015-16 to 2019-20, shall refer the Hand Book on Autonomy- Volume VI for regulation.

**12. Improvement of Marks in Passed Papers**

 There is a provision for students to appear for the **passed papers** **with low marks,** such students can **appear for the End Semester Examinations (ie. External only)** with the **immediate subsequent Semester** Examinations only, provided the student is without arrears till that semester (ie. Should have passed all papers at the time of filling up of examination application form). Usual fees per paper will be collected. While filling the Examination application form, student should specify the improvement details separately. **Only one chance per paper will be given.**

1. **Revaluation**

There is a provision for re-valuation, re-totalling and transparency (Photocopy) of answer scripts for UG, PG and M.Phil.

All the students, including Mal-Practice cases, Re-do cases and also Out-gone students, are permitted to apply for Revaluation, Re-totalling and Transparency for any number of courses.

1. **Instant Examination**

All the outgoing / out-gone students, including Mal-Practice cases of previous semesters and also Re-do cases are permitted to apply for Instant Examination in the Even semesters to a maximum of one course (courses may be from first to final semester). All the outgone students including
Mal-Practice cases of previous semesters and Re-do cases are also permitted to apply for Instant Examination in the Odd semester to a maximum of one course (courses may be from first to final semester).

A sum of Rs.900/- per paper has to be paid for writing Instant Examination. The Instant Examination will be normally conducted **within 15 days of declaration of results of the final semester.**

**15. Ranking: End Semester Examination**

* 1. Rank Certificates will be issued for every programme by the College for the toppers.
	2. The Bharathidasan University conducts University Rank Examination (URE) for UG and PG for the toppers in every Programme. 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) from each programme are eligible to appear for URE.
	3. The questions papers of the examinations comprise of objective type questions covering the Core Courses in each of the Programme generally followed by both autonomous / non-autonomous streams.
	4. The top scorers in this University Rank Examination would be declared as University Rank Holders, irrespective of their grades in their respective Semester Examinations.

**16. Grading**

When a candidate completes his/ her UG/ PG programme within the duration of the Programme as per the University norms, grades will be awarded. When a student completes his / her UG/ PG programme after the stipulated period of the programme, the maximum Division will be only First Class with the respective grade. They cannot be considered for award of Distinction/ Outstanding categories.

Once the marks of the CIA and ESE 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).

**Grading of the Courses for UG, Certificate, and Diploma Programmes**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Marks Range** | **Grade Point** | **CGPA** | **Corresponding Grade** | **Classification of Final Results** |
| 90 and above | 10 | 9.00 and above | O | Outstanding |
| 80 and above but below 90 | 9 | 8.00 to 8.99 | A+ | Excellent |
| 70 and above but below 80 | 8 | 7.00 to 7.99 | A | Very Good |
| 60 and above but below 70 | 7 | 6.00 to 6.99 | B+ | Good |
| 50 and above but below 60 | 6 | 5.00 to 5.99 | B | Above Average |
| 40 and above but below 50 | 5 | 4.00 to 4.99 | C | Average |
| Below 40 | 0 | Below 4.00 | R.A. | Re-Appearance |

**Grading of the Courses for PG, PG Diploma and M.Phil. Programmes**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Marks Range** | **Grade Point** | **CGPA** | **Corresponding Grade** | **Classification of Final Results** |
| 90 and above | 10 | 9.00 and above | O | Outstanding |
| 80 and above but below 90 | 9 | 8.00 to 8.99 | A+ | Excellent |
| 70 and above but below 80 | 8 | 7.00 to 7.99 | A | Very Good |
| 60 and above but below 70 | 7 | 6.00 to 6.99 | B+ | Good |
| 50 and above but below 60 | 6 | 5.00 to 5.99 | B | Above Average |
| Below 50 | 0 | Below 5.00 | R.A. | Re-Appearance |

Note:

* To award Second Class with B Grade for the M.Phil. Scholars who have completed the Course with more than one attempt/ exceeding the stipulated programme period.
* The students of Advanced Diploma, whose range of mark secured is 90 and above will be awarded with a grade Distinction (D) only instead of Outstanding (O) as Maximum grade category. They can not be considered for any outstanding mode of classification.

**Time ceiling for completion of Degree (For the Candidates admitted** before 2018-2019**)**

The students who were admitted before the academic year 2018-2019, including Readmission / Redo cases, are allowed to complete their courses within a maximum of Five years, i.e., before 30.06.2023 in accordance with the University Communication (CCCD / BOS / C2 2018 dated 21.06.2018).

a) If a student fails to complete the programme because of **Reappear Category (Arrears),** then the student can complete the programme before 30.06.2023. Equivalent course(s) with reference to the current syllabi will be identified by the respective Chairman of Board of Studies. The Coordinator, Curriculum Development Cell will facilitate the process and distribute the equivalent syllabi to the COE, HOD and the student concerned. The already secured CIA marks of the candidates shall be considered. If the students who have failed in their CIA, they are permitted to improve their marks as per the regular procedure.

b) If a student fails to complete the programme, due to shortage of attendance, the student has to Redo the entire semester before 30.06.2023. Equivalent courses with reference to the current syllabi will be identified by the respective Chairman of Board of Studies. The Coordinator, Curriculum Development Cell will facilitate the process and distribute the equivalent syllabi to the COE, HOD and the student concerned. **The already secured CIA marks of the candidates shall not be considered.**

**Time Ceiling for Completion of Degree (For the candidates admitted from 2018-19)**

i The candidates who are admitted in 2018-19 or after, will be allowed to complete the UG/ PG programmes within two years after the completion of programme.

ii. In Exceptional circumstances a further extension of one more year may be granted. The exceptional circumstances will be spelt out by the relevant statutory body.

iii. During the extended period, the student shall be considered as a private candidate and also not be eligible for college / university ranking.

iv. Further, the private candidates, who apply for November session and for the subsequent examinations, they will be permitted to appear only two chances to complete their respective degree course.

**M.Phil. REGULATIONS AS PER BHARATHIDASAN UNIVERSITY NORMS**

**DURATION**

The duration of the M.Phil. programme shall be one year consisting of two semesters for the Full - Time programme, and two years for the Part - time programme. The full - time and part - time programmes shall commence from July and August. Final Autonomous Examination shall be conducted in January / February for the Full - time candidates and in April / May for Part - time candidates. The second term Examinations shall be conducted in August / September for the Full - time candidates and April / May for the Part - time candidates.

* **End Semester Examination (ESE)**
* Each course shall have 75 marks for the End Semester Examination
* Question papers for the end semester examination of Courses – I, II & III shall be set externally and valued by both external and internal examiners.
* The guide paper (Course IV) shall be set and valued by the respective guide.
* The candidate shall be declared pass in the Courses I, II, III and IV, if he/she secures a minimum of 50 % marks, each in CIA and ESE.
* The candidate is eligible to submit the dissertation only on completion of all theory papers successfully.

**Improvement in CIA marks** **for M.Phil programmes** for the students admitted from the Academic Year 2019-2020 (Students admitted during and prior to 2018-19 shall refer Hand Book on Autonomy –Volume VI for old regulations)

1. Students of M.Phil programmes who are unable to write the CIA -I with valid reason should get prior permission from the Tutor and HOD concerned and can write the CIA -I with a fee of Rs.200 per paper. Re-test request should be submitted to the COE’s office within 15 days after the conduct of CIA -I. Applications submitted after the deadline will not be considered for the retest. There is no retest for CIA -II. No CIA improvement will be permitted for those who secured 12 out of 25 or more marks.
2. Students who have failed in the CIA (secured less than 12 marks) are permitted to improve their CIA, on paying a fee of Rs. 500 per paper within 20 days of publication of End Semester Examinations results. Marks secured for the attendance in the particular semester shall be considered for CIA component.

**Note:** M.Phil. Scholars who complete the Course in more than one attempt / exceeding the stipulated programme period, will be awarded Above average with B Grade.

**DISSERTATION**

* Candidates shall submit three copies of dissertation (two copies to the College and one copy to the guide) not earlier than 5 months from the date of commencement of the second semester in the case of Full-time programme and not earlier than 10 months from the date of start of the second year, in the case of Part-Time programme. The minimum and maximum page limit shall be from 75 to 150 pages respectively. The dissertation may be printed on both sides of a paper and hard bound of the same is not necessary.
* If a candidate is not able to submit his / her dissertation within the period stated above, he / she shall be given an extension time of 3 months in the first instance with a penalty of **Rs.1500/-** and another 3 months of second extension of time with penalty fees of **Rs.3,000/-**
* If a candidate does not submit his / her dissertation even after the two extensions, his / her registration shall be treated as cancelled and he / she has to re-register for the programme. However, the candidate need not write the theory papers again, if he / she has already passed these courses.
* An **open Viva-Voce** shall be conducted by both the external examiner and the supervisor and shall be attended by members of Department Research Committee, faculty members of the departments, other research scholars and other interested experts / researchers with a minimum of 30 members.

**RESTRICTION IN NUMBER OF CHANCES:**

**Full – Time Candidates:**

No candidate shall be permitted to appear for the written Examination in any Course more than twice or to re-submit the dissertation or appear for the viva voce examination more than twice. Resubmission of a dissertation shall be done with penalty fee, within 6 months from the first of the month which follows the month in which the result of the first attempt is announced. The permitted attempts of Part-I and Part-II Examinations shall be completed within a maximum period of 24 months from the first of the month which follows the month in which the registration was done.

**Part – Time Candidates:**

No candidate shall be permitted to appear for the written Examination in any Course more than twice or to re-submit the dissertation or appear for the vivavoce more than twice. Resubmission of a dissertation shall be done with penalty fee, within 6 months from the first of the month which follows the month in which the result of the first attempt is announced. The permitted attempts of Part-I and Part-II Examinations shall be completed within a maximum period of 36 months from the first of the month which follows the month in which the registration was done.

## RE-REGISTRATION:

* The candidates shall be permitted for Re-Registration based on the merit of individual cases.
* While Re-registering, the candidates shall pay the fees prescribed for Second Semester / year.
* **The Re-Registration candidates are required to submit the dissertation not earlier than six months and not later than 1 year after the re-registration. No further extension of time shall be given.**

**Note:**

1. Supplementary Examinations for the theory courses shall be conducted depending upon the nature of the cases.
2. For detailed regulations, refer to M.Phil. regulations of Bharathidasan University in the university website framed from time to time.

**Subject Code Fixation**

 The following system is adopted for coding the various papers in the different courses.

**Illustration:** The Code for UG Course shall be **20U\*\* # @@ ^^ X**

**20** refers to the year of revision

**U** refers to Under Graduate

\*\* refers to Codes for Department / CN

**CN** refers to Common Paper

**#** refers to Semester 1 /2 / 3/ 4 / 5 /6

@@ refers to LC/ LE/ CC/ AC/ DE/ GE/ SE/ AE / EA/ EC

^^ refers to Course number

X refers to P/ A/ B

P Practical

**LC** refers to Language Course (Part I)

**LA** refers to Language Arabic (Part I)

**LF** refers to Language French (Part I)

**LH** refers to Language Hindi (Part I)

**LT** refers to Language Tamil (Part I)

**LU** refers to Language Urdu (Part I)

**LE** refers to English (Part II)

**CC** refers to Core Course (Part III)

**AC** refers to Allied Course (Part III)

**DE** refers to Discipline Specific Elective Course (Part III)

GE refers to Generic Elective Course (Part IV)

**SE** refers to Skill Enhancement Course (Part IV)

**AE** refers to Ability Enhancement Course (Part IV)

**EA** refers to Extension Activities (Part V)

**EC** refers to Extra Credit Course

**20 U\*\* 1AC1P** refers to Practical Papers

**20 U\*\* AECA** refers to Extra Credit Course for all

**Illustration:** The Code for PG Course shall be **20P\*\* # @@ ^^ X**

**P** refers to Post Graduate

**PW** refers to Project Work

**20PCNOC** refers to Online Course (Mandatory)

**OC** refers to Online Course

**Illustration:** The Code for M.Phil. Course shall be **20MP\*\* # @@ ^^ X**

**MP** refers to Master of Philosophy

**PD** refers to Project Dissertation

**Codes for Departments Offering Languages, Allied, Core and Elective Courses in UG Courses, Core and Elective in PG Courses and M.Phil.**

|  |  |  |
| --- | --- | --- |
| **S.NO.** | **COURSE** | **Department CODE** |
| 1. | Arabic (Allied, Core, Elective) | AR |
| 2. | Bio-Informatics (Core, Elective) | BI |
| 3. | Biotechnology (Allied, Core, Elective) | BT |
| 4. | Botany (Allied, Core, Elective) | BO |
| 5. | Business Administration (Allied, Core, Elective) | BA |
| 6. | Chemistry (Allied, Core, Elective) | CH |
| 7. | Commerce (Allied, Core, Elective) | CO |
| 8. | Computer Applications (Allied, Core, Elective) | CA |
| 9. | Computer Science (Allied, Core, Elective) | CS |
| 10. | Economics (Allied, Core, Elective) | EC |
| 11. | English (Allied, Core, Elective) | EN |
| 12. | Fashion Technology & Costume Designing (Allied, Core, Elective) | FT |
| 13. | French Elective | FR |
| 14. | Hindi Elective | HI |
| 15. | History (Allied, Core, Elective) | HS |
| 16. | Hotel Management & Catering Science (Allied, Core, Elective) | HM |
| 17. | Information Technology (Allied, Core, Elective) | IT |
| 18. | Language English (Part II) | LE |
| 19. | Language Arabic (Part I) | LA |
| 20. | Language Hindi (Part I) | LH |
| 21. | Language French (Part I) | LF |
| 22. | Language Urdu (Part I) | LU |
| 23. | Language Tamil (Part I) | LT |
| 24. | Master of Business Administration  | MBA |
| 25. | Management Studies (M.Phil.)  | MS |
| 26. | Master of Computer Applications | MCA |
| 27. | Mathematics (Allied, Core, Elective) | MA |
| 28. | Microbiology (Allied, Core, Elective) | MB |
| 29. | Nutrition and Dietetics (Allied, Core, Elective) | ND |
| 30. | Physics (Allied, Core, Elective) | PH |
| 31. | Social Work (Core, Elective) | SW |
| 32 | Tamil (Allied, Core, Elective) | TA |
| 33. | Urdu Elective | UR |
| 34. | Visual Communication (Allied, Core, Elective) | VC |
| 35. | Zoology (Allied, Core, Elective) | ZO |
| 36. | Physical Education Elective | PE |
| 37. | B.Voc. Food Processing and Safety | FP |
| 38. | B.Voc. Apparel and Fashion Design | AF |

**Disciplinary Action on Malpractice in the Examinations**

1. The Students should not indulge in any form of malpractice during CIA tests and End Semester Examinations.

2. The Students will not be permitted, if he writes examination with Mobile Phone and keeping the same with or without the knowledge of the Invigilator.

3. All the registered papers (except project work) of the candidates will be cancelled, if they indulge in Malpractice (possession or attempt to copy) in CIA Tests or End Semester Examination of a particular semester.

**Grievance Redressal Cell:**

To deal with matters relating to the redressal of genuine and valid grievances of the students concerning academic and examination related matters and also to suggest corrective measures.

To make a systematic enquiry into any written complaint lodged by any student regarding his / her Continuous Internal Assessment or End Semester examination marks and suggest appropriate corrective actions.

* The students are informed that there will be a Grievance Letter Boxes each in General Library, Men Office (Aided), Women Office, Canteen (West Gate), Co-operate Society and Dining Halls of Hostels.
* The letter of grievance should contain the name, roll number, class of the student and should be duly signed with date. The letter of grievance may be handed over to the Convenor, in person or dropped in the grievance letter box.
* The Convenor shall collect and number the letters serially, go through the letters and arrange for the redressal of grievance of the students and report the same in the monthly meeting of Grievance Appeal Committee.

**FOUNDATION COURSES FOR UG STUDENTS**

Bridge Course in English and Computer Literacy classes are to be conducted 3 days each for all the
I year UG students while commencing the academic year. As the courses are mandatory to all the students as suggested by NAAC, the attendance is made compulsory.