

UNIVERSITY EXAMINATION MANUAL

REGULATIONS FOR UNDERGRADUATE DEGREE COURSES IN SCIENCES, HUMANITIES, SOCIAL SCIENCES AND COMMERCE CBCS PATTERN with effect from 2010-2011

Definitions :

Programme: "Programme" means a course of study leading to the award of a degree in discipline.

Course : "Course" refers to a subject offered under the degree programme.

Part I : Tamil / Other languages: means "Tamil/other languages" offered under Part I of the programme.

Part II : English: means "English" language offered under Part II of the programme.

Part III : Means "the core courses" related to the programme concerned including (Core Courses) practicals offered under Part III of the programme.

Part III : Means "Allied courses" offered under part-III of the programme, which is (Allied Courses) in nature but related to the programme concerned.

Part III : Means "Elective courses" related to the core courses of the programme concerned. (Elective Courses) offered under Part III of the programme.

Part IV : Means basic orientation in Tamil language offered under Part IV (i) of the

i) Tamil: Programme (as name of the course) for those students who have not studied Tamil upto 12th standard.

ii) Advanced Tamil: Means, Advanced level Tamil offered under Part IV of the programme to students who have studied Tamil language upto 12th standard and chosen other languages under part I of the programme but would like to advance their Tamil language skills.

iii) Non-Major Electives Means elective subjects offered under Part IV (iii) option is being given not concerned with major but are to be selected by students who have not opted for (either) Advance Tamil or Tamil (as mandated).

iv) Skill based Courses - means the courses offered as skill based courses under Part IV (vi) of the programme aimed at imparting Advanced Skill.

v) Foundation Course: means courses such as

1) Value Education (1st year I Semester)

2) Environmental Studies (1st year II Semester)

Part V : "**Extension Activities**": means all those activities under NSS/ NCC/ Sports/ YRC programme and other co and extracurricular activities offered under part V of the programme. A detailed explanation of the above with relevant credits are given under "Scheme of Examination along with Distribution of Marks and Credits"

Duration: Means the stipulated years of study to complete a programme as prescribed by the University from time to time. Currently for the undergraduate programme the duration of study is THREE years. These regulations shall apply to the regular course of study in approved institutions of the University.

Credits: Means the weightage given to each course of study (subject) by the experts of the Board of Studies concerned.

Credit System: Means, the course of study under this regulation, where weightage of credits are spread over to different semesters during the period of study and the Cumulative Grade Point Average shall be awarded based on the credits earned by the students. A total of 140 credits are prescribed for the Undergraduate Programme (Three years).

Choice Based Credit System: All Undergraduate Programmes offered by the University shall be under Choice Based Credit System (CBCS). This is to enhance the quality and mobility of the students within and between the Universities in the country and abroad.

1. Eligibility for Admission to the Course

Candidate for admission to the first year of the UG degree programme shall be required to have passed the higher secondary examination (Academic or Vocational) conducted by the Govt. of Tamil Nadu in the relevant subjects or other examinations accepted as equivalent thereto by the Syndicate, subject to such other conditions as may be prescribed therefore.

2. Duration of the Course

The course shall extend over a period of three years comprising of six semesters with two semesters in one academic year. There shall not be less than 90 working days for each semester. Examination shall be conducted at the end of every semester for the respective subjects.

Each semester have 90 working days consists of 5 teaching hours per working day. Thus, each semester has 450 teaching hours and the whole programme has 2600 teaching hours.

3. Course of Study

The course of study for the UG degree courses of all branches shall consist of the following:

Part - I: Tamil

Tamil or any one of the following modern/classical languages i.e. Telugu, Kannada, Malayalam, Hindi, Sanskrit, French, German, Arabic & Urdu.

The subject shall be offered during the first two semesters with one examination at the end of each semester (2 courses – 6 credits).

Part – II: English

The subject shall be offered during the first two semesters with one examination at the end of each semester (2 courses – 6 credits).

Part – III:

Core subject

As prescribed in the scheme of examination. Examination shall be conducted in the core subjects at the end of every semester. For the programmes with 2 semester languages, 18 core courses with 81 credits are to be offered.

Allied Subjects

As prescribed in the scheme of Examination, four subjects, one each in I, II, III and IV semester for a total of 16 credits are to be offered.

Electives courses

Two elective courses with 10 credits are to be offered one in the V semester and one in the VI Semester. Elective subjects are to be selected from the list of electives prescribed by the Board of Studies concerned. Any one group can be selected.

Part – IV

1. (a) Those who have not studied Tamil upto X std / XII std and taken a non-Tamil language under Part-I shall take Tamil comprising of two courses with 2 credits each (4 credits). The course content of which shall be equivalent to that prescribed for the 6th standard by the Board of Secondary Education and they shall be offered in the **third and fourth semesters.**

There shall be no external (University) examinations and the students shall be assured as per the scheme of continuous internal assessment (CIA) for the total marks prescribed.

(OR)

(b) Those who have studied Tamil up to XII std and taken a non-Tamil language under Part-I shall take Advanced Tamil comprising of two courses with 2 credits each (4 credits) in the third and fourth semesters.

(OR)

(c) Others who do not come under the above a+b categories can choose the following non-major electives comprising of two courses with 2 credits each (4 credits) in the third and fourth semesters.

2. Skill Based Subjects:

All the UG programmes shall offer four courses **of skill based subjects two each in III, & IV** semesters with 3 credits each (12 credits) for which examination shall be conducted at the end of the respective semesters.

3. Environmental Studies:

All the UG programmes shall offer a course in Environmental Studies subjects and it shall be offered in the second semester. Examination shall be conducted at the end of the semester (one course with 2 credits).

4. Value Education:

All the UG programmes shall offer a course in "Value Education – Human Rights" subjects and it shall be offered in the first semester. Examination shall be conducted at the end of the semester (one course with 2 credits).

Part V: Extension Activities (One Credit)

Every student shall participate compulsorily for the period of not less than two years (4 semesters) in any one of the following programmes.

NSS

NCC

Sports

YRC

Other Extra curricular activities.

The student's performance shall be examined by the staff in-charge of extension activities along with the Head of the respective department and a senior member of the Department on the following parameters. The marks shall be sent to the Controller of Examinations before the commencement of the final semester examinations.

20% of marks for Regularity of attendance.

60% of marks for Active Participation in classes/ camps/ games/ special Camps/ programmes in the College/ District/ State/ University activities.

10% of marks for Exemplary awards/ Certificates/ Prizes.

10% of marks for Other Social components such as Blood Donations, Fine Arts, etc.

The above activities shall be conducted outside the regular working hours of the college. The mark sheet shall carry the gradation relevant to the marks awarded to the candidates.

A	-	Exemplary	-	80 and above
B	-	Very good	-	70-79
C	-	Good	-	60-69
D	-	Fair	-	50-59
E	-	Satisfactory	-	40 – 49

This grading shall be incorporated in the mark sheet to be issued at the end of the semester. (Handicapped students who are unable to participate in any of the above activities shall be required to take a test in the theoretical aspects of any one of the above fields and be graded and certified accordingly).

4. Requirement to appear for the examinations

- a) A Candidate shall be permitted to appear for the university examinations for any semester (practical/theory) if he/she secures **not less than 75%** of attendance in the number of working days during the semester.
- b) A candidate who has secured **less than 75% but 65%** and above attendance in any semester has to pay a fine of Rs.500/- and a candidate shall be permitted to appear for the university examination in that semester itself.
- c) A candidate who has secured **less than 65% but 50%** and above attendance in any semester has to pay a fine of Rs.500/- and can appear for both semester papers together at the end of the later semester.
- d) A candidate who has secured **less than 50%** of attendance in any semester shall not be permitted to appear for the regular examinations and to continue the study in the subsequent semester. He/she has to rejoin the semester in which the attendance is less than 50%.

5. Restrictions to appear for the examinations

- a) Any candidate having arrear paper(s) shall have the option to appear in any arrear paper along with the regular semester papers.
- b) Candidates who fail in any of the course of Part I, II, III, IV & V of UG degree examinations shall complete the course concerned **within 5 years** from the date of admission to the said programme, and should they fail to do so, they shall take the examination in the texts/ revised syllabus prescribed for the immediate next batch of

candidates. If there is no change in the texts/syllabus they shall appear for the examination in that course with the syllabus in vogue until there is a change in the texts or syllabus. In the event of removal of that course consequent to change of regulation and / or curriculum after 5 year period, the candidates shall have to take up an equivalent course in the revised syllabus as suggested by the Chairman and fulfill the requirements as per the regulation curriculum for the award of the degree.

6. Medium of Instruction and examinations

The medium of instruction and examinations for the courses of Part I, II & IV shall be the language concerned. For part III courses other than modern languages, the medium of instruction shall be either Tamil or English and the medium of examinations is English/Tamil irrespective of the medium of instructions. For modern languages, the medium of instruction and examination shall be the language concerned.

7. Submission of Record Note Books for practical examinations

Candidates appearing for practical examinations should submit bonafide Record Note Books prescribed for practical examinations, otherwise the candidates shall not be permitted to appear for the practical examinations.

8. Passing Minimum

- a) A candidate who secures **not less than 40% in the University (external)** Examination and 40% marks in the external examination and continuous internal assessment put together in any course of Part I, II, III & IV shall be declared to have passed the examination in the subject (theory or Practical).
- b) A candidate who secures not less than 40% of the total marks prescribed for the subject under part IV degree programme irrespective of whether the performance is assessed at the end semester examination or by continuous internal assessment shall be declared to have passed in that subject.
- c) A candidate who passes the examination in all the courses of Part I, II, III, IV & V shall be declared to have passed, the whole examination.

9. Distribution

Table - 1(A): The following are the distribution of marks for external and internal for University (external) examination and continuous internal assessment and passing minimum marks for **theory papers of UG programmes.**

Table - 1 (A)

Total Marks	External		Internal		Overall Minimum marks (Internal + External)
	Max. Marks	Passing Minimum for external alone	Max. Marks	Passing Minimum for external alone	
100	75	30	25	10	40

Table – 1(B): The following are the distribution of marks for continuous internal assessments in theory papers of UG programmes:

Table – 1 (B)

S.No.	For Theory - UG Courses	Distribution of Marks
1	Tests	15
2	Assignments (2 Nos.)	5
3	Attendance	5
	Total Marks	25

Table – 2(A): The following are the distribution of marks for University (external) examinations and continuous internal assessments and passing minimum marks for the **practical courses of UG programmes.**

Table – 2 (A)

Total Marks	External		Internal		Overall Minimum marks (Internal + External)	Passing for total
	Max. Marks	Passing Minimum for external alone	Max. Marks	Passing Minimum for external alone		
100	75	30	25	10	40	

Table – 2(B): The following are the distribution of marks for the continuous internal assessment in UG practical courses:

Table – 2(B)

S.No.	For Theory - UG Courses	Distribution of Marks
1	Tests	15
2	Assignments (2 Nos.)	5
3	Attendance	5
	Total Marks	25

The following courses shall have end semester examinations and Continuous Internal Assessment:

Table – 3

Sno	Subject	Internal	External	Total
1	Value Education	25	75	100
2	Environmental Studies	25	75	100
3	Non-Major Electives - 3 rd Semester	25	75	100
4	Non-Major Electives - 4 th Semester	25	75	100

However, for those students who select "Tamil" under Part IV, the examinations shall be **only on a Continuous Internal Assessment (CIA)** as furnished in the syllabus. The marks shall be furnished to the COE by the respective colleges.

10. Grading

Once the marks of the CIA and end-semester examinations for each of the course are available, they shall be added. The mark thus obtained shall then be converted to the relevant letter grade, grade point as per the details given below:

Table – 4

Conversion of Marks to Grade Points and Letter Grade (Performance in a Course/ Paper)

Range of Marks	Grade Points	Letter Grade	Description
90 - 100	9.0 - 10.0	O	Outstanding
80 - 89	8.0 - 89	D+	Excellent
75 - 79	7.5 - 79	D	Distinction
70-74	7.0-74	A+	Very Good
60 - 69	6.0 - 69	A	Good
50 - 59	5.0 - 59	B	Average
40 - 49	4.0 - 49	C	Satisfactory
00 - 39	0.0 - 39	U	Re-appear
ABSENT	0.0	AAA	ABSENT

i = Credits earned for course i in any semester.

G_i = Grade Point obtained for course i in any semester.

n = refers to the semester in which such course were credited.

Grade point average (for a Semester):

Calculation of grade point average semester-wise and part-wise is as follows:

$$\text{GRADE POINT AVERAGE [GPA]} = \frac{\sum_i C_i G_i}{\sum_i C_i}$$

GPA = Sum of the multiplication of grade points by the credits of the courses offered under each part

Sum of the credits of the courses under each part in a semester

Calculation of Grade Point Average (CGPA) (for the entire programme):

A candidate who has passed all the examinations under different parts (Part-I to V) is eligible for the following part-wise computed final grades based on the range of CGPA:

$$\text{CUMULATIVE GRADE POINT AVERAGE [CGPA]} = \frac{\sum_n \sum_i C_{ni} G_{ni}}{\sum_n \sum_i C_{ni}}$$

CGPA = Sum of the multiplication of grade points by the credits of the entire programme under each part

Sum of the credits of the courses of the entire programme under each part

Table – 5

CGPA	GRADE
9.5 - 10.0	O+
9.0 and above but below 9.5	O
8.5 and above but below 9.0	D++
8.0 and above but below 8.5	D+

7.5 and above but below 8.0	D
7.0 and above but below 7.5	A++
6.5 and above but below 7.0	A+
6.0 and above but below 6.5	A
5.5 and above but below 6.0	B+
5.0 and above but below 5.5	B
4.5 and above but below 5.0	C+
4.0 and above but below 4.5	C
0.0 and above but below 4.0	U

11. Improvement of Marks in the subjects already passed

Candidates desirous of improving the marks awarded in a passed subject in their first attempt shall reappear once within a period of subsequent two semesters. The improved marks shall be considered for classification but not for ranking. When there is no improvement, there shall not be any change in the original marks already awarded.

12. Classification of Successful candidates

A candidate who passes all the examinations in Part I to Part V securing following CGPA and Grades shall be declared as follows **for Part I or Part II or Part III:**

Table – 6

CGPA	GRADE	CLASSIFICATION OF FINAL RESULTS
9.5 - 10.0	O+	First Class - Exemplary*
9.0 and above but below 9.5	O	
8.5 and above but below 9.0	D++	First Class with Distinction*
8.0 and above but below 8.5	D+	
7.5 and above but below 8.0	D	
7.0 and above but below 7.5	A++	First Class
6.5 and above but below 7.0	A+	
6.0 and above but below 6.5	A	
5.5 and above but below 6.0	B+	Second Class
5.0 and above but below 5.5	B	
4.5 and above but below 5.0	C+	Third Class
4.0 and above but below 4.5	C	

- A candidate who has passed all the Part-III subjects examination in the first appearance within the prescribed duration of the UG programmes and secured a CGPA of 9 to 10 and equivalent grades "O" or "O+" in part III comprising Core, Electives and Allied subjects shall be placed in the category of "**First Class – Exemplary**".
- A candidate who has passed all the Part-III subjects examination in the first appearance within the prescribed duration of the UG programmes and secured a CGPA of 7.5 to 9 and equivalent grades "D" or "D+" or "D++" in part III comprising Core, Electives and Allied subjects shall be placed in the category of "**First Class with Distinction**".

- c. A candidate who has passed all the Part-I or Part-II or Part-III subjects examination of the UG programmes and secured a CGPA of 6 to 7.5 and equivalent grades "A" or "A+" or "A++" shall be declared to have passed that parts in "**First Class**".
- d. A candidate who has passed all the Part-I or Part-II or Part-III subjects examination of the UG programmes and secured a CGPA of 5.5 to 6 and equivalent grades "B" or "B+" shall be declared to have passed that parts in "**Second Class**".
- e. A candidate who has passed all the Part-I or Part-II or Part-III subjects examination of the UG programmes and secured a CGPA of 4.5 to 5 and equivalent grades "C" or "C+" shall be declared to have passed that parts in "**Third Class**".
- f. There shall be no classifications of final results, therefore, award of class for Part IV and Part V, however, those parts shall be awarded with final grades in the end semester statements of marks and in the consolidated statement of marks.

13. Conferment of the Degree:

No candidate shall be eligible for conferment of the Degree unless he / she

- i. Has undergone the prescribed course of study for a period of not less than six semesters in an institution approved by/affiliated to the University or has been exempted from in the manner prescribed and has passed the examinations as have been prescribed thereof.
- ii. Has completed all the components prescribed under Parts I to Part V in the CBCS pattern to earn 140 credits.
- iii Has successfully completed the prescribed Field Work/ Institutional Training as evidenced by certificate issued by the Principal of the College.

14. Ranking

A candidate who qualifies for the UG degree course passing all the examinations in the first attempt, within the minimum period prescribed for the course of study from the date of admission to the course and secures I class shall be eligible for ranking and such ranking shall be confined to 10% of the total number of candidates qualified in that particular branch of study, subject to a maximum of 10 ranks. The improved marks shall not be taken into consideration for ranking.

15. Additional Degree

a) The following is the norms prescribed for students admitted from 2010-11 onwards.

Any candidate who wishes to obtain an additional UG degree not involving any practical shall be permitted to do so and such a candidate shall join a college in the III year of the course and he/she shall be permitted to appear for part III alone by granting exemption from appearing Part I, Part II, Part IV and Part V and common allied subjects (if any), already passed by the candidate. And a candidate desirous to obtain an additional UG degree involving practical shall be [permitted to do so and such candidate shall join a college in the II year of the course and he/she will be permitted to appear for Part III alone by granting exemption from appearing for Part I, Part II, Part IV and Part V and the common allied subjects. If any, already passed such candidates should obtain exemption from the university by paying a fee of Rs.500/-

b) The following is for students admitted prior to 2008-09:

Any candidate who wishes to obtain an additional UG degree not involving any practical shall be permitted to do so and such a candidate shall join a college in the III year of the course and he/she shall be permitted to appear for part III alone by granting exemption from appearing Part I, Part II, Part IV and Part V and common allied subjects (if any), **already passed by the candidate**. And a candidate desirous to obtain an additional UG

degree involving practical shall be [permitted to do so and such candidate shall join a college in the II year of the course and he/she be permitted to appear for Part III alone by granting exemption from appearing for Part I, Part II, Part IV and Part V and the common allied subjects. If any, already passed such candidates should obtain exemption from the university by paying a fee of Rs.500/-

16. Question Paper Pattern

Table – 7

Maximum 75 marks - wherever applicable			
Section A	Multiple Choice Questions	15*1=15	15 question - 3 each from every unit
Section B	Short answer questions of either / or type (like 1.a or b)	2*5=10	2 questions - 1 each from very unit
Section C	Essay type question of any three out of five questions.	5*10=50	5 questions - 1 each from every unit with internal choice of (a) or (b)

17. Syllabus

The syllabus for various courses shall be clearly demarcated into five viable units in each paper/subject.

18. Revision of Regulations and Curriculum

The above Regulation and Scheme of Examinations shall be in vogue without any change for a minimum period of three years from the date of approval of their approval. The University may revise / amend / change the Regulations and Scheme of Examinations, if found necessary.

19. Transitory Provision

Candidates who have undergone the Course of Study prior to the Academic Year 2008-2009 shall be permitted to take the Examinations under those Regulations for a period of four years i.e. upto and inclusive of the Examination of April 2013 thereafter they shall be permitted to take the Examination only under the Regulations in force at that time.

20. Internship (2 weeks)

The students have the option to select any organization – Government / private like industry, R & D organizations, scientific companies, etc., in consultation with the staff coordinator & Head of the Department. The students have to undergo training for a period of two weeks at the end of semester IV during vacation. The students must maintain a work diary and prepare report of the training undergone and submit the same.

Internship Training (Non credit course)

8(a) The students should undergo a compulsory minimum ten days internship Training during the second semester to any commerce related industries, Banking companies, Insurance companies and Audit offices. At the end of the Training, the students should submit the report.

8(b) For the internship training a candidate should secure 50% of the marks for passing. The candidate should compulsorily submit and report an oral presentation to secure pass in that paper.

Maximum Marks	50 Marks
Submission of Report	40 Marks
Oral Presentation	10 Marks
Passing minimum	25 Marks

21. Examination:

The examination shall be of three hours duration to each theory paper at the end of each semester. The candidate failing in any paper will be permitted to appear in the subsequent semester.

Practical examinations should be conducted at the end of even semester:

At the end of fourth semester, viva-voce will be conducted on the basis of Project/Dissertation submitted by the student. The viva-voce should be conducted jointly by the guide and the external examiner.

Theory Papers:

Total marks for each course (core / elective) is 100. 25 marks for Internal and 75 marks for University Examination. The components of Internal Assessment are:

1. Test = 10 Marks
 2. Attendance = 5 Marks
 3. Seminar = 5 Marks
 4. Assignment = 5 Marks
- Total = 25 Marks

Practical:

Total marks for each practical course is 100. 40 marks for internal and 60 marks for Written Examination. The components of Internal Assessment are:

1. Record work = 25 Marks
 2. Test = 10 Marks
 3. Attendance = 5 Marks
- Total = 40 Marks

Project work:

The Marks for the Project work is 100 and the components are:

Internal Assessment: 40 Marks

(For two reviews 20+20 = 40)

Evaluation:

Evaluation of Project report by External Examiner and Guide : 40 Marks

Viva-Voce conducted by External Examiner & Guide : 20 Marks

Total : 100 Marks

REGULATIONS FOR POSTGRADUATE DEGREE COURSES - M.A., M.Sc.,M.COM.,

1. ELIGIBILITY FOR ADMISSION TO THE COURSE

M.A.,

Students who have passed UG with respective degree or Students who have passed graduation from Periyar University or any of the recognized universities/colleges of the country accepted by the syndicate as equivalent thereto shall be permitted to appear for the PG Degree in the affiliated colleges of the Periyar University.

M.Sc.,

A candidate who has passed the B.Sc., Degree Examination with respective subject as the main / Applied / Vocational subject of this University or an examination of some other universities accepted by the Syndicate as equivalent there to is eligible for admission to the Programme.

M.COM.,

Pass in B.Com, B.Com (CA), B.Com (e-com), B.B.A, B.B.M, BBA/BBM (CA), B.COM (Corporate Secretaryship), B.Com (Corporate Secretaryship) with CA, BCS, BCS (CA), B.A (Corporate Secretaryship), B.A (Corporate Secretaryship) with CA, and B.Com (Co-operation).

2. DURATION OF THE COURSE

The course shall extend over a period of two years comprising four semesters, with two semesters per year. There shall not be less than ninety instructional days for each semester. Examination shall be conducted at the end of each semester for the respective subjects.

3. THE CBCS SYSTEM

The PG programme 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 /seminar / practical training / Assignments / Report writing etc., to meet effective teaching and learning needs.

4. SUBJECTS OF STUDY

The total number of subjects of study will be 21 including one project work for 200 marks. The Project Report must be submitted through the supervisor and the Head of the Department on or before 31st March of the Second year.

5. CLASSIFICATION OF THE SUCCESSFUL CANDIDATES

Successful candidates passing the examinations and securing Marks 50% and above Pass-Second Class and 60% and above Pass- I Class

6. 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 (CIA) 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 are: Test : 10 Marks Seminar : 5 Marks
Assignment : 5 Marks Attendance : 5 marks Total : 25 Marks

7. Passing Minimum:

Separate passing minimum is prescribed for Internal and External. The passing minimum for CIA shall be 50% out of 25 marks (i.e. 12.5 Marks). The passing minimum for University Examination shall be 50% out of 75 marks (i.e. 37.5 Marks)

8. Internship Training (Non credit course)

8(a) The students should undergo a compulsory minimum ten days internship Training during the second semester to any commerce related industries, Banking companies, Insurance companies and Audit offices. At the end of the Training, the students should submit the report.

8(b) For the internship training a candidate should secure 50% of the marks for passing. The candidate should compulsorily submit and report an oral presentation to secure pass in that paper. Maximum Marks 50 Marks Submission of Report 40 Marks Oral Presentation 10 Marks Passing minimum- 25 Marks