

Details & Regulations of Academic Activities

1. Curriculum Design

- The Choice Based Credit System (CBCS) has been adopted for both UG and PG programmes since 2005.
- The Choice Based Credit System (CBCS) with refined Common Course Structure which include Skill Based Courses (Life Skills, Value Added course, External and Internal internship, Field work and Soft Skills Development) Value Education, Environmental Studies and Gender Studies is followed for all the UG Programmes of 2022-23 Batch (onwards).
- **Extra Credit Courses are introduced in the newly framed syllabi for all UG & PG Programmes 2015 – 16 Batch onwards to facilitate the students who are willing to earn Extra Credits as well as help them to appear for UGC NET, SET, TANCET, BSRB and other competitive examinations.** (In this Add on courses and MOOC courses are included.)

The complete syllabi for the students admitted from 2023-24 onwards of all UG and PG Programmes are prepared by the TANSCH and are presented before the Board of Studies Members comprising University Nominees, Subject Experts and Alumnae representatives. After critical scrutiny and discussion, the suggestions are incorporated at the maximum of 25% in the final copies of the complete syllabus and are approved by the Board Members. The approved syllabi with Minutes of the Board of Studies meeting from every department is submitted to the Office of the Controller of Examinations for further processing. Now the same is presented in the academic council meeting for approval.

The following changes were done to implement Naan Mudhalvan Courses

2024 - 2025 Batch									
Year	Semester	Part	Subject Code	Old		New		NM	
				Hrs.	Credit	Hrs.	Credit	Hrs.	Credit
I	II	II	23K2E2	6	3	4	3	2	2
II	III	IV	23K3..SEC5	2	2	-	-	2	2
2023 - 2024 Batch									
Year	Semester	Part	Subject Code	Old		New		NM	
				Hrs.	Credit	Hrs.	Credit	Hrs.	Credit
I	II	II	23K2E2	6	3	4	3	2	2
II	III	IV	23K3..SEC5	2	2	-	-	2	2
II	IV	IV	23K4..SEC6	2	2	-	-	2	2
III	V	IV	CC / EC					2	2

2. Attendance Criteria:

(i) Eligibility to appear for Examinations

The following system of attendance is followed :

- 75% and above -- eligible to appear for examinations without condonation
- between 65 % to 74% -- eligible to appear for examinations with condonation fee.
- between 50 % to 64% -- eligible to appear for examinations with condonation fee and medical certificate.
- below 50% -- not eligible to appear for the Examinations.

(ii) Award of Attendance Marks for Continuous Internal Assessment (CIA):

Percentage of Attendance	Marks Awarded
96 – 100%	-- 5 Marks
91 – 95%	-- 4 Marks

86 – 90%	--	3 Marks
81 – 85%	--	2 Marks
75 – 80%	--	1 Mark
Below 75%	--	0 Mark

3. Distribution of Marks for Practical Examinations (UG / PG) :

Semester Practical Examinations are conducted as per the Schedule prepared by the concerned Heads of the Department in consultation with the Controller of Examination. The Schedule is displayed on the Department Notice Boards well in advance. Reappear Candidates for Practical Examination can attend with Regular Batch students in the forthcoming semester examinations.

The Internal / External Evaluation Ratio: 40 : 60 and 25 : 75

General:

* Distribution of CIA/WE Marks :

Criteria	U.G.	P.G.
Internal Examination I	4	4
Internal Examination II	4	4
Model Examination	7	7
Attendance	5	5
Assignment / Seminars	5	5
Total	25	25
Internal Passing Minimum	10 Marks (40%)	12 Marks (50%)
External Passing Minimum	30 Marks (40%)	38 Marks (50%)
Passing Aggregate	40	50

4. Theory Examinations - UG / PG

General:

Internal / External evaluation ratio is 25 : 75

A uniform Question Pattern is followed for all the subjects except the following:

- English Department
- Skill Based Elective Course, Soft Skills Development
- Value Education Course
- Environmental Studies, Gender Studies
- Extra Credit Courses
- Skill Based Elective Courses
- Foundation Courses
- Pottith Thervuth Tamil

Remark :

For the Skill Based Elective Courses, Soft Skills Development, Value Education, Environmental Studies, Gender Studies and Extra Credit courses, Skill Elective Courses (Mathematics only) Questions will be set by the Controller of Examinations from the Question Banks provided by the concerned Departments.

*** Regulations on CIA Marks: 25**

Before the Closing day of every semester, the CIA results are calculated and presented to the Wards by the COE office to get them signed and the results are displayed on the Department Notice Boards. The CIA marks of the wards being signed by the students are submitted in the COE office by the concerned Heads of the Department.

From January 2020 onwards the CIA are calculated in the COE office based on the centralized Internal Examination and Valuation process and presented to the wards.

If any Student has to reappear for CIA only, she may be permitted with a payment of Rs.200/- per subject, provided she has

- Attendance eligibility

*** Written Examination (WE) Marks : 75**

- (i) Assortment of Marks for Part I, Major, Elective Courses, Major Based Elective Courses.

Marks

Part A 20 x 1 = 20 Without Choice (10 Multiple Choice Questions and 10 Short Questions)

Part B 5 x 5 = 25 Internal Choice (Either Or)

Part C 3 x 10 = 30 Open Choice (3 among 5)

- (ii) Assortment of marks for English Department, Skill Based, Soft Skills Development, Value Education, Environmental studies, Skill Enhancement Courses, Foundation Courses.

Marks

Part A 5 x 5 = 25 Open Choice (5 among 8)

Part B 5 x 10 = 50 Open Choice (5 among 8)

(iii) Assortment of marks for Gender Studies

Marks

Part A 5 x 15 = 75 Internal Choice (Either Or)

(iv) Assortment of marks for Value added course / Internship

Internal Mark - 50

External Mark - 50

(v) Pottith Thervuth Tamil

Part A 50 x 1 = 50 Without Choice (Multiple Choice Question)

Part B 5 x 5 = 25 Open Choice (5 among 8)

5. Appointment of Examiners for Practical Examinations:

One Internal and one External Examiner will be appointed to conduct the Practical Examinations. Internal Examiners are proposed by the Heads of the Department based on the Seniority/Faculty who handled the course. External Examiners will be appointed by the COE according to the Seniority from the panel of Examiners.

6. Eligibility for the External Examiners: (Theory & Practical)

UG : Minimum of 3 Years of teaching Experience

PG : Minimum of 5 Years (PG Experience only)

7. Internal Examiners (Theory):

For Skill Based, Value Education, Gender Studies and Environmental Studies Courses, Self Study Courses the Examiners are appointed by the COE from the panel proposed by the Heads of the department based on the seniority of the faculties who handle the concerned subjects.

8. Evaluation of Theory Answer Scripts:

1. Single valuation for PG.
2. If any candidate has scored 25 / 25 marks in CIA and 74 / 75 in WE, one mark may be awarded in theory WE for UG/PG candidates.
3. No moderation for Re-valued Scripts.
4. Examiners are allowed to value

55 - 60 scripts / day for UG

45 - 50 scripts / day for PG.

5. Both UG & PG candidates are permitted to apply for Revaluation.

9. Allotment of Dummy Numbers:

Dummy numbers are allotted for all the PG scripts as well as for all the UG scripts excluding Part I (Language), Part II (English), Environmental Science, Value Education, Skill Based Elective Courses, Self Study Courses and Gender Studies.

10. Provisions for Differently-abled Candidates:

- Differently-abled Candidates are allowed to take **One Hour Extra time** for their Examinations. (After checking their +2 Marksheets) (As per University norms/Ref:Lr.No:7059/K1/2009-2, Dt-06.08.2009)
- All Physically challenged candidates are exempted from Examination fee for the regular course only (Ref : Letter No : G.O.Ms. No.661 Dated 31.12.1997)
- Deaf and Dumb Candidates and MR students are exempted from Part II Examinations (after obtaining special permission from the University).

11. Admission of Students from Other Universities / Colleges:

Candidates admitted from other Universities/Colleges in the middle of the Course Period are permitted to undergo the requested programme in the Current Syllabus pattern after obtaining prior permission from the Registrar of Bharathidasan University, Tiruchirappalli provided that there should be vacancy in the requested Programme.

12. Instant / Supplementary Examination:

Candidates who have to Reappear for only One Paper (Subject) is permitted for Instant / Supplementary examination after the publication of Final Results for both UG and PG programmes. No revaluation for Instant Examinations.

13. Anomalies in the Question Paper:

Scrutiny of Question Paper by an exclusive Board of Examiners is done prior to the Semester Examinations. The internal faculties who handle the subjects should also check the Question Paper on the day of Examinations and they must report to the COE immediately through the Principal/Chief Superintendent for discrepancies (Question framed out of syllabus/ Printing Mistakes/Corrections), if there is any. Suitable remedial actions will be taken by the COE.

14. Publication of Results & Issue of Mark Statements:

The Results are presented for the Approval of the Examination - Result Passing Committee is convened by the Principal after the completion of the Central Valuation Process. The approved Results are published online and the Mark Statements are issued to the candidates through the concerned Heads of the Department by the COE.

The Candidates are instructed to verify the details like Name, Date of Birth, Course Pattern, Semester, CIA Marks, Credits, etc., in their Semester-I Mark Statements. Corrections if there are any should be immediately brought to the notice of the COE through the concerned Heads of the Department. **Corrections at later stage will not be entertained at any cost.**

The Mark Statements are prepared with the following three Security Features:

- **Microline**
- **Invisible Logo**
- **Gold Foil Logo**

Duplicate Mark Statement (Semesterwise/Cumulative) may be provided for the requested candidates at the cost of Rs.500/- in case the Original Mark Statement is lost.

The duplicate mark sheet fee is exempted if the mark sheets are destroyed due to natural calamities.

15. Regulations on applying for Retotalling, Transparency and Revaluation:

- Retotalling of any theory paper in the Semester Examination is permitted for both UG and PG candidates (with a prescribed fee) by submitting an application in the prescribed form to the Office of the Controller of Examinations within 15 days from the date of publication of results.
- Transparency can be provided for both UG and PG candidates (with a prescribed fee).
- **Revaluation is permitted (with a prescribed fee) for both UG and PG candidates for any number of papers in the current semester with the specific recommendation of their HOD and the Principal. After Revaluation, the highest mark awarded is considered and the Revised Mark Statement is issued.**

Eligibility :

Application without transparency of Answer Script:

- Candidates who have passed the paper(s) of current semester.
- Re-appear candidates who have secured more than 50% of passing minimum.

Application with transparency of Answer Script:

- Re-appear candidates who have secured less than 50% of passing minimum.
- Specific recommendation of the concerned Head of the department and the Principal on the basis of transparency to be submitted.

No part of the revaluation / retotalling / examination fee is refunded under any circumstances.

16. Regulations on submission of Project (UG / PG):

- The Project collected from the Candidates should be submitted to COE through the concerned Heads of the Department in April.
- The Project is valued by the Internal Supervisor (Guide) and an External Examiner fixed by the COE.
- An extension of time not exceeding one month may be given for the candidates after obtaining prior permission from the COE through the concerned Head of the Department.
- In case of Late submission, Viva Voce examination is conducted separately by the concerned Head of the Department.
- A candidate is declared as passed only on securing minimum marks in Viva Voce.

17. Handling of Malpractice:

No candidate can indulge in any form of malpractice during various tests and examinations. In case, if any form of malpractice is observed, the Invigilator should act strictly and present a report regarding the nature and details of malpractice through the Chief Superintendent to the COE.

Candidates found to be indulged in malpractice during the Semester Examinations (Regular/Supplementary) in Theory or Practical papers are debarred from all the Examinations in the Current Semester and the Subsequent two Semesters and may be allowed to appear for the Examinations only in the second subsequent semester.

Candidates found to be indulged in malpractice for the second time would be severely punished by the Examinations / Result Passing Committee.

To avoid such activities necessary instructions are given to the Candidates and the same are also printed in the Hall Tickets.

18. Fees Structure:

S.No.	Particulars	For the Candidates Admitted Prior to 2024 -2025		For the Candidates Admitted from 2024 -2025	
		UG (Rs.)	PG	UG (Rs.)	PG (Rs.)
1	Application	50	50	70	70
2	Theory per paper	75	150	100	175
3	Practical per paper (3 Hrs. duration)	100	200	140	300
4	Practical per paper (4 Hrs. duration)	-	250	-	400
5	Practical per paper (5 Hrs. duration)	-	300	-	400
6	Practical per paper (6 Hrs. duration)	200	350	280	400
7	Practical per paper (Computer Science		300		300
8	Project Work Evaluation Fee / Dissertation	200	400	250	400
9	Semester Mark statement	100	100	125	125
10	Consolidated mark statement	200	200	600	500
11	Provisional certificate fee (Final Semester alone)	800	800	800	800
12	Degree certificate Fee (Current Batch)	800	800	800	800
13	Revaluation Fee per paper	500	600	1000	1000
14	Retotalling per paper	250	250	300	300
15	Transparency Fee per paper	400	400	1000	1000
16	Special Instant/ Supplementary Exam – Fee per paper Theory / Practical	T – 750 P - 1000	T –1000 P - 1200	T – 1000 P - 1250	T – 1250 P - 1500
17	Internal Assessment	200	200	200	200
18	Penalty for Late Application	350	350	350	350

The examination fees mentioned above are on par with the Bharathidasan University.

No examination fee for Naan Mudhalvan courses and Internships.

SHORTAGE OF ATTENDANCE-CONDONATION, RE-DO SEMESTER & RE-ADMISSION

Candidates who have put in less than 75% of attendance will have to pay condonation fee.

S.No.	Percentage of Attendance	Fee	Certificate to be produced
1	75% and above	No fee	Nil
2	65% to 74%	750	Nil
3	50% to 64%	1000	Medical Certificate

Candidates with attendance below 50% are not permitted to appear for the Examinations. Such candidates are permitted to Redo the semester (for UG – Two continuous semesters and PG – only one semester) after the completion of the Course Period.

Students who have not earned 50% of attendance during the first semester cannot continue the Programme in the second semester and they may apply for re-admission to the Programme in the next academic year.

Students who have not earned 50% of attendance in the II/III/IV/V/VI semesters, are not eligible to appear for the end semester examination. They shall re-do the semester after the completion of the programme. However they can write the arrear papers if any.

While re-doing the Semester, the candidates should follow only the syllabus in force the respective Semester.

For redoing the Semester, the candidate has to apply to the University, through the Principal in the prescribed form available in the COE office, at least one month before the commencement of the semester concerned.

A student can have at the most two break semesters for UG and one for PG during the entire period of course.

19. Internship Programme :

S.No.	Courses	Suggested Schedule	Duration	Suggested Activities	Credits
1.	3 – Year UG degree	After 4 th Semester	Minimum 30 hours	Hands-on Training / Short Research Project /Seminar attendance/Read assigned journals to prepare for seminars / Study certain entrepreneurs Social projects / Study of the enterprises/farmers	02
2.	2-Year PG degree	After 2 nd semester	Minimum 30 hours		

Internship Report :

- An Internship Report has to be prepared by the student and submitted to COE, which has the minimum of 20 pages.

20. Examination and Evaluation Reforms :

- Self Study courses for UG / PG are introduced in syllabi from 2015 – 16 Batch onwards and the credits to be earned are to be included as Extra credits in the Mark Statement.
- Revaluation, Transparency, Retotaling norms is revised which permit any number of papers. (either Pass or Reappear papers)
- Issue of Online Hall Tickets facility provided from November 2015 onwards. Instructions to candidates are printed in the Hall Tickets from April 2019 onwards.
- Automated Mark Entry system is implemented by Central Valuation process from November 2015 onwards.
- Centralized Internal Examination and Valuation process is implemented with fully automated software Automated Mark Entry system is implemented for the Internal Examination also.

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