

**SRIMAD ANDAVAN ARTS AND SCIENCE COLLEGE  
(AUTONOMOUS)  
(Managed by Sri Ranganatha Paduka Vidyalaya Trust)  
Affiliated to Bharathidasan University  
Nationally Re-Accredited with "A" Grade by NAAC  
An ISO 9001:2015 Institution  
7, Nelson Road, Thiruvanaikoil  
Tiruchirappalli – 620 005**



**UG/PG/M.Phil Programmes**

**Under CBCS**

**ACADEMIC MANUAL & REGULATIONS**

**2018-19 onwards**

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## **Chapter 1: Introduction**

### **1.1 About the College**

Srimad Andavan Arts and Science College at Thiruvanaikovil, Tiruchirappalli was founded by His Holiness Srimad Andavan Swamikal in the year 1996. It is currently owned and managed by Sri Ranganatha Paduka Vidyalaya Trust (Regd.). The college, which is situated in sylvan surroundings, has well qualified teachers and excellent infrastructure with modern digital library for the benefit of the students, research scholars and faculty members. It is a Self-Financing Co-educational Institution, imparting higher education and exalted to the status of autonomy in the year 2014 and it has been re-accredited with "A" grade by NAAC in 2013. It offers 15 UG, 15 PG, 10 M.Phil., 11 Ph.D., 3 UG diploma and 3 PG diploma programmes. In addition to the above, 21 Certificate Programmes are also offered. It offers value based education for both rural and urban students irrespective of caste and community. The College also extends fee concession to meritorious students and offers free bus service to all students.

The College has been given freedom to frame its own courses of studies and adopt innovative methods of teaching and evaluation. In keeping with its tradition of promoting innovation and growth, the college has introduced the Choice Based Credit System (CBCS) since 2005. The core objectives of CBCS are:

- To enhance the curriculum to meet the current needs of employers and to facilitate job opportunities.
- To develop Entrepreneurial skills that is required for students.
- To enable the students to have their own choice of courses at the basic / advanced level, according to their needs, aspirations and learning capacity.
- To provide opportunities to the students to earn extra credits within the stipulated time.
- To provide online examinations to the students and enable them to face the online interviews.

### ***1.2 Levels of Programmes in the college:***

<b>S. No</b>	<b>Level of the Programme</b>	<b>Duration</b>
1	Under Graduate (UG)	3 Years
2	Post Graduate (PG)	2 Years (All PG and Lateral Entry M.C.A.) / 3 years in case of Regular M.C.A.
3	Diploma	1 year
4	Post Graduate Diploma	1 year
5	M.Phil.	Full Time - 1 year Part Time - 2 years
6	Ph.D.	Full Time - 3 years Part Time – 5 years

### **1.3 Academic Session**

Each academic year for UG/ PG/ Diploma programmes consist two Semesters viz. Odd and Even semesters. Odd Semester shall be from June / July to October / November and Even Semester shall be from November / December to April / May for UG/PG/Diploma programmes. There shall be not less than 90 working days which shall comprise 450 teaching hours for each Semester (Exclusive of the days for the conduct of End-Semester Examinations).

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 respectively. Final Examination for the first semester shall be conducted in January / February for the Full – time Candidates and in May for Part – time candidates. The second semester Examinations shall be conducted in August for the Full – time candidates and in April / May for the Part – time candidates.

### **1.4 Need for Academic reforms**

The national educational regulatory authorities such as the University Grants Commission (UGC), the National Assessment and Accreditation Council (NAAC), the

Distance Education Council (DEC) and the National Knowledge Commission (NKC) are regularly reiterating their recommendations for improving the quality and effectiveness of Higher education provisions in our country. An important recommendation is the need to develop a Choice-Based Credit System (CBCS) in tune with global trends and the adoption of a sound grading system for reflecting learner performance.

The recommendation of the UGC in its Action Plan for Academic and Administrative Reforms (Ref. UGC letters January 2008; March 2009) states that: “..... Curricular flexibility and learners’ mobility is an issue that warrants our urgent attention. These can be addressed by introducing credit based courses and credit accumulation. In order to provide with some degree of flexibility to learners, we need to provide for course duration in terms of credit hours and also a minimum as well as a maximum permissible span of time in which a course can be completed by a learner... The Choice-Based Credit System (CBCS) imminently fits into the emerging socioeconomic milieu, and could effectively respond to the educational and occupational aspirations of the upcoming generations. In view of this, institutions of higher education in India would do well to invest thought and resources into introducing CBCS. Aided by modern communication and information technology, CBCS has a high probability to be operationalised efficiently and effectively — elevating learners, institutions and higher education system in the country to newer heights...”.

The National Assessment and Accreditation Council (NAAC) also give special importance to ascertain whether a Choice Based Credit System (CBCS) is in place in any given institution when assessing it.

### **1.5 CBCS – in a nutshell**

CBCS essentially redefines the curriculum into smaller measurable entities or modules with the hours required for learning them and not measured on the hours required to teach them. The focus is on the time it takes to learn and not on the time required to teach. – The mechanism aims to combine these modules in different ways so as to qualify for a Certificate, Diploma or Degree. The primary aim is that the

completion of a single 'Module' of learning can pave the way for learning other modules either in the same institution or elsewhere.

## **1.6 Reason for introduction of CBCS**

The UGC while outlining the several unique features of the CBCS has given few specific rationales for its introduction.

Some of them are:

- enhanced learning opportunities
- ability to match learners' scholastic needs and aspirations
- inter-institution transferability of learners (following the completion of a semester)
- part-completion of an academic programme in the institution of enrollment and part-completion in a specialized (and recognized) institution,
- improvement in educational quality and excellence
- flexibility for working learners to complete the programme over an extended period of time
- standardization and comparability of educational programmes across the country

## **1.7 Advantages of the Credit System**

Some of the universally acclaimed advantages of the credit system are enumerated below:

- A shift in focus from teacher-centric to learner-centric education since the workload estimated is based on the investment of time in learning, not in teaching.
- The learning experience is divided into calibrated units, which can be accumulated in order to secure an academic award.
- The system assists self-paced learning. Learners may undertake as many credits as they can cope with, without having to repeat all the courses in a given semester if they fail in one or more courses. Alternatively, they can choose other courses and continue their studies.

- Provides more flexibility to the learners by allowing them to choose inter-disciplinary courses, change majors, programmes, etc.
- The system offers greater transparency and compatibility between different educational structures.

## **1.8 Implementing CBCS**

A comprehensive credit system needs to be implemented by adopting a systematic approach that handles most, if not all, the aspects that need attention. Much care has to be taken to see that the learner, who is supposed to be the ultimate beneficiary of the system, does not suffer academically because of absence of procedures or lack of adequate attention to detail when evolving the system.

- For each academic programme considered at the Diploma / Degree level (Undergraduate or Post-graduate level), the programme structure (core courses, elective courses, etc and their year wise distribution if applicable), entry level requirements, minimum and maximum duration for successful completion, programme objectives, teaching & learning strategies (number of teaching hours/lecture hours, tutorial hours, practical conduct hours, etc involved) and evaluation components (nature and number of assignments, tutorials, tests, etc.) for the entire programme must be clearly specified. Any modules / courses that may be studied either as part of the programme or may be taken up independently shall also be indicated.
- The objectives of each course / programme must be specified clearly in the syllabus.
- The syllabus of each course must be broken down into smaller components called 'Units' and the Specific Learning Outcomes (SLO) for each 'Unit' may also be indicated.
- Generally, in a given semester a learner must undertake courses that have a minimum of 18 to 20 credits, each credit indicating 1 or 2 learning hour(s) depending on the module. Note that a learning hour need not correspond to a clock hour of 60 minutes.



- As a thumb rule, each course should normally be in the range of 4 to 6 Credit Points. However, for certain courses the number of credits shall be restricted to 2 or 3 per semester.
- Allocate the course-wise credits based on an estimate of the number of hours that would be required by an average learner to fulfill the basic requirements of the course including time spent on attending lectures, preparing for all the evaluation components, etc.
- Credits should also be allocated to project work and Extension Activity (Part V).
- The Institution must maintain a Transcript of Records of credits and the grade/marks awarded to a learner.
- The use of decimals in course wise credit allocations (e.g. 5.25 credits) should be avoided. However, half credits (0.5) may be allowed.
- Credits should only be awarded to learners who successfully complete the qualifying criteria for an entire course. In other words, credits should not be given for partial work completed for a given course like submission of assignments or attendance at tutorials, etc.

## **1.9 Key terms defined**

**1.9.1 Programme** - A programme is a set of courses that are linked together in an academically meaningful way and generally ends with the award of a Diploma or Degree. For example, B.Sc and M. Com would be called 'Programmes' at the Degree level and Post-graduate Degree level respectively.

**1.9.2 Course** - A course in simple terms corresponds to the word 'subject' used in many institutions. A course is essentially a constituent of a 'programme'. It consists of several learning topics taken from a certain knowledge domain, at a certain level. All such learning topics of a course must necessarily have academic coherence. For instance, C++ Programming, Data structures, Discrete Mathematics etc. included under the BCA programme would be called 'Courses'. The courses are classified into Languages, Core/Major, Allied, Major Based Electives and Skill Based Electives. The Core and Allied courses may be theoretical or practical.

**1.9.3 Unit** - It is a single heading of closely related topics in a course. A course is formed with relevant units and courses shall have a minimum of 5 units. The units shall have consistent workload.

**1.9.4 Core Course** – means the major course that a student studies in a programme.

**1.9.5 Allied Course** – means a course related to the core course that a student studies in a programme.

**1.9.6 Elective Course** - means a course that the student opts for along with his core course.

**1.9.7 Types of Elective Courses** - The elective courses are classified as Major Based, Skill Based and Non-Major Electives.

**1.9.8 UGC Compulsory course** - means a course that is made compulsory by the University Grants Commission / affiliating University which the student has to study apart from the core and elective courses in order to complete the programme. These are Environmental Studies, Value Education and Gender Studies.

**1.9.9 Credit for a Course(Cr)** - is the measure of the unit of work to be done in a course, which will be calculated in terms of learning hours assigned to a course.

**1.9.10 Credit for Extension Activity** - is the credit acquired by a student for Extension activity such as NSS, Youth Red Cross, Rotaract, Exnora, Red Ribbon, Gender, Leo, Nature, Karuna and Consumer Clubs.

**1.9.11 Extra Credit** – is the credit acquired by a student for choosing a course in addition to the regular curriculum.

**1.9.12 Grade for a Course** - is a letter symbol (For eg. O, A, A+ etc., Refer 4.3), which indicates the range of marks obtained and the broad level of performance of a student in a course.

**1.9.13 Grade Point (GP)** - is an integer value assigned to each grade indicating the numerical equivalent of the broad level of performance of a student in a course.

**1.9.14 Credit point (CP) of a Course** - is the value obtained by multiplying the GP by the number of credits (Cr) allocated to the course:  $CP = GP \times Cr$ .

**1.9.14 Semester Grade Point Average (SGPA)** - is the value obtained by dividing the sum of credit points (CP) obtained by a student in the courses taken in a semester by the sum of credits of the courses taken by student.

**1.9.15 Cumulative Grade Point Average (CGPA)** - is the value obtained by dividing the sum of credit points (CP) obtained by a student in all the courses he/she has taken in all the semesters (all previous semesters and current semester) by the sum of credits earned in those courses. The CGPA then shall be rounded off to two decimal places.

## Chapter 2: Programmes

### 2.1. Programmes Offered

#### 2.1.1. UG

A) Arts

Sl. No.	Name of the Programmes	ELIGIBILITY
1.	B.A. English	A pass in 10+2
2.	B.Lit. Tamil	A pass in 10+2 with Tamil as a Language Paper
3.	B.B.A.	A pass in 10+2
4.	B.Com.	A pass in 10+2 with Commerce and Accountancy. 20% of seats may be reserved for Vocational Stream.
5.	B.Com. (Bank Management)	

B) Science

Sl. No.	Name of the Programmes	ELIGIBILITY
1.	B.C.A.	A Pass in 10+2 with Mathematics as one of the core subject
2.	B.Sc. Computer Science	
3.	B.Sc. Biochemistry	A Pass in 10+2 with Chemistry & Biology
4.	B.Sc. Biotechnology	A Pass in 10+2 with Mathematics, Physics, Chemistry and Biology or Physics, Chemistry, Botany and Zoology or Biology as one of the core subjects.
5.	B.Sc. Botany	A Pass in 10+2 Biology with Chemistry
6.	B.Sc. Chemistry	A Pass in 10+2 with Chemistry as one of the core subjects
7.	B.Sc. Mathematics	A Pass in 10+2 with Mathematics as one of the core subject
8.	B.Sc. Microbiology	A Pass in 10+2 with Biology as one of the core subject
9.	B.Sc. Physics	A Pass in 10+2 with Physics and Mathematics
10.	B.Sc. Visual Communication	A Pass in 10+2

## 2.1.2. PG

### A) Arts

Sl. No.	Name of the Programmes	ELIGIBILITY
1.	M.A. English	A pass in B.A. English Literature (OR) any degree with English as Part II language
2.	M.A. Sanskrit	Any degree with Sanskrit as Part I language
3.	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.
4.	Master of Social Work (MSW)	A pass in any Degree
5.	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

### B) Science

Sl. No.	Name of the Programmes	ELIGIBILITY
1.	M.C.A.	A candidate who is a graduate in Mathematics or Physics or Chemistry or Statistics or Computer Science or Information Technology or Industrial Electronics or Applied Science (with Mathematics as an allied subject or Major Subject) or B.Com. or B.B.A. or B.E. / B.Tech except Computer Science in Engineering Branch) / AMIE of this University or from a recognized University or an examination accepted by the Syndicate as equivalent thereto <b>Lateral Entry:</b> PGDCA / B.Sc. Computer Science / B.Sc. Information Technology / B.C.A. / B.Sc./ Software Development

2.	M.Sc. Bio-Chemistry	Candidates who have passed bachelor level examination in Biochemistry/ Botany / Zoology / Biotechnology / Microbiology/ Genetics / Medicine / Agriculture / Life Sciences / Chemistry / Pharmacy from any recognized university in India or abroad
3.	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 subject (B.E. / B.Tech – Biotechnology) / B.Pharm/ B.Sc. Agriculture/ B.Sc. Horticulture
4.	M.Sc. Chemistry	A pass in B.Sc. Chemistry
5.	M.Sc. Physics	A Pass in B.Sc. Physics / B.Sc. Electronics / Applied Physics / Four year Physics (Honours)
6.	M.Sc. Mathematics	A Pass in B.Sc. Mathematics
7.	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
8.	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
9.	M.Lib.Sc.	A pass in UG in any stream
10.	M.Sc. Botany	A pass in B.Sc. Botany

2.1.3. M.Phil

Names of the Programmes	ELIGIBILITY
<p><b><u>M.Phil.</u></b></p> <p>English Sanskrit Mathematics Physics Computer Science Biochemistry Biotechnology Microbiology Commerce Social Work</p>	<ul style="list-style-type: none"><li>• Candidates are admitted as per the Regulations of Bharathidasan University.</li></ul>

**2.1.4. Ph.D.**

Candidates are admitted as per the Regulations of Bharathidasan University.

## Chapter 3: Assignment of Credits and Evaluation System

- The college follows the Semester System.
- In each academic year, there shall be two Semesters.

### 3.1. General credit assignment

3.1.1. The credit allotment as on date are shown below:

Level	Part	Course Type	Course Nature	Credits
<b>UG</b>	Part I	Tamil / Sanskrit	Theory	3
	Part II	English		
	Part III	Core	Theory	5
		Core	Lab	5
		Core	Project	5
		Allied	Theory	4
		Allied	Lab	4
	Part IV	Major Based Elective (MBE)	Theory	4
		Non-Major Elective (NME)	Theory	2
		Skill Based Elective (SBE)	Theory	2
Part V	UGC Compulsory Courses	Theory	2	
	Extension Activity	Practical	5	
-	Extra Credit	Theory	5	
<b>PG</b>	-	Core	Theory	5
		Core	Lab	4
		Core	Field Work	4
		Core	Project	Varies with the Programme
		Elective	Theory	4
		Soft Skills	Theory	2
<b>M.Phil.</b>	-	Core	Theory	4
		Core	Dissertation and Viva-Voce	8
<b>UG Diploma</b>	-	Core	Theory	5
		Core	Lab	5
<b>PG Diploma</b>	-	Core	Theory	6
		Core	Lab	6

3.1.2 The minimum number of academic credits that needs to be earned for an UG programme is 145.



**3.1.3** The minimum number of academic credits that needs to be earned for Post Graduate programme is 100. (M.C.A. programme (Regular) needs a minimum number of 166 credits).

**3.1.4** The minimum number of academic credits that needs to be earned for an M.Phil programme is 24.

### **3.1.5 Course Numbering**

Every course offered in UG/PG/Diploma/M.Phil. programme is numbered using a 12 character code which can be deciphered as shown below

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
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**Course Code Character Positions**

**1:** The first character in the course code is an alphabet denoting the programme level. Example: 'U' for UG, 'P' for PG and so on.

**2&3:** Characters 2 and 3 together form the last two digits of the year in which the course was either introduced or modified

**4:** The fourth character is an alphabet denoting the course type namely Language, English Language, Major, Allied, MBE, SBE etc.

**5&6:** Characters 5 and 6 are alphabets and together indicate the programme/programmes for which the course is offered

**7:** The seventh character is numeric and denotes the semester in which the course is offered

**8&9:** The characters 8 and 9 together indicate the course order within a course type. For example whether the course is the first or second Major course or whether the course is the third Allied course and so on

**10:** The tenth character is an alphabet that denotes the course nature namely Theory, Practical, Project, Field Work etc.

**11:** The eleventh character is an alphabet that indicates whether the course is a new course or whether the contents alone were modified. If the course is new, then the character in this position takes the letter 'A'. If the course contents alone are modified keeping the title intact, then subsequent letters 'B', 'C', 'D' are assigned to this position for every change in content introduced.

**12:** The twelfth character is a number that indicates the number of revisions that the Question Paper Pattern has undergone for a course.

**Example:** U14MBC202TA1: This course code indicates that the course is an **UG Major** course introduced in the year **2014** for the **2<sup>nd</sup> semester** of the **B.Sc. Bio-Chemistry** programme. It also indicates that it is the **second** Major Course which is **theoretical** in nature and was introduced as a **new** course with no revision in its contents. It also indicates that the course has undergone for a revision of Question Paper Pattern.

### 3.2. Programme of Studies and Credit Assignments per Semester

Programme	Sem I	Sem II	Sem III	Sem IV	Sem V	Sem VI	Total
Under-Graduate	22	21	22	23	26	26	140
M.A. English	25	24	24	27			100
M.Com.	24	24	24	28			100
M.Sc.Biochemistry	28	28	27	17			100
M.Sc.Biotechnology	27	27	27	19			100
M.Sc.Information Technology	29	27	27	17			100
M.Sc. Mathematics	25	24	23	28			100
M.Sc. Microbiology	28	28	27	17			100
M.Sc. Physics	23	23	28	26			100
M.S.W.	24	23	22	31			100
M.A. Sanskrit	25	25	23	27			100
M.Lib.Sc.	23	23	22	32			100
M.Sc.Chemistry	27	27	27	19			100
M.C.A.	28	28	27	27	41	15	166
M.A. Tamil	24	24	24	28			100
M.Sc. Botany	28	28	28	16			100
M.Phil.	16	8					24
UG Diploma	15	15					30
PG Diploma	30	30					60

### 3.3. Evaluation

The Scheme of Examination shall be divided into two components: Internal assessment and External assessment (semester examination) for each course of the

programme. Internal Assessment includes Assignments, Seminars, Unit tests and Attendance.

### **3.3.1 Passing Minimum:**

**Undergraduate & UG Diploma Programmes:** A student should get a minimum of 40% in both the Internal and External Assessment to pass in the course.

**Postgraduate & PG Diploma Programmes:** A student should get a minimum of 40% in both the Internal and External Assessment and also a minimum of 50% in the aggregate (Internal and External Assessment combined) to pass in the course.

**M.Phil Programmes:** A student should get a minimum of 40% in both the Internal and External Assessment and also a minimum of 50% in the aggregate (Internal and External Assessment combined) to pass in the core courses while a minimum of 55% needs to be secured for the Dissertation and Viva-Voce examination.

**3.3.2 Weightage of Internal and External Assessment:** For students admitted from the year 2015-16, the ratio of Internal: External marks are 40:60.

**3.3.3 Internal Re-appearance:** A student who has not secured the minimum internal marks shall be allowed to appear in the semester examinations. However the result will not be declared and the student can reappear for the internal examinations for that course in the subsequent semester.

**3.3.4 Internal Assessment for Project/Dissertation of UG/PG/M.Phil programmes:** There is no internal assessment for Project/Dissertation.

### 3.4 Scheme of Internal Assessment

#### Theory Course

	<b>S. No</b>	<b>Evaluation Component</b>	<b>Marks Distribution</b>
<b>UG &amp; UG Diploma Programmes</b>	1	Internal Test – I	<b>08</b>
	2	Internal Test – II	<b>16</b>
	3	Online Test	<b>04</b>
	4	Attendance	<b>04</b>
	5	Assignments (Two in Number)	<b>08</b>
			<b>Total</b>
<b>PG &amp; PG Diploma Programmes</b>	1	Internal Test – I	<b>08</b>
	2	Internal Test – II	<b>16</b>
	3	Online Test	<b>04</b>
	4	Attendance	<b>04</b>
	5	Assignment (One)	<b>04</b>
	6	Seminar (One)	<b>04</b>
		<b>Total</b>	<b>40</b>
<b>M.Phil. Programmes</b>	1	Internal Test – (Two in number)	<b>10</b>
	2	Attendance	<b>05</b>
	3	Assignment - 1	<b>05</b>
	4	Seminars - 1	<b>05</b>
		<b>Total</b>	<b>25</b>

#### Laboratory Course

	<b>S. No</b>	<b>Evaluation Component</b>	<b>Marks Distribution</b>
<b>UG &amp; UG Diploma Programmes</b>	1	Test - 1	<b>08</b>
	2	Test - 2	<b>20</b>
	3	Attendance	<b>04</b>
	4	Practical Record	<b>08</b>
		<b>Total</b>	<b>40</b>
<b>PG &amp; PG Diploma Programmes</b>	1	Test - 1	<b>08</b>
	2	Test - 2	<b>20</b>
	3	Attendance	<b>04</b>
	4	Class Viva	<b>04</b>
	5	Practical Record	<b>04</b>
		<b>Total</b>	<b>40</b>

**PG Social Work - Field Work & Block Placement**

<b>Field Work (I Semester)</b>	<b>S. No</b>	<b>Evaluation Component</b>	<b>Marks Distribution</b>
	1	Field Orientation Visits	<b>10</b>
	2	Rural Camp	<b>20</b>
	3	Group Awareness	<b>10</b>
		<b>Total</b>	<b>40</b>
<b>Field Work (II - IV Semester)</b>	1	Application of social work methods	<b>20</b>
	2	Understanding the functions of agency	<b>10</b>
	3	Report	<b>10</b>
		<b>Total</b>	<b>40</b>
<b>Block Placement</b>	1	Weekly report	<b>10</b>
	2	Application of social work methods	<b>20</b>
	3	Documentation	<b>10</b>
		<b>Total</b>	<b>40</b>

**Marks awarded for Attendance:**

<b>S. No</b>	<b>Attendance Percentage (Present %)</b>	<b>Marks</b>
1	100 %	10
2	95 - 99 %	9
3	90 - 94 %	8
4	85 - 89 %	7
5	80 - 84 %	6
6	75 - 79 %	5
7	70 - 74 %	4
8	65 - 69 %	3
9	61 - 64 %	2
10	60 %	1
11	Below 60 % - Not eligible	0

**Note:**

1. Students whose attendance percentage is from 70% to 74% will have to pay a fine amount towards **Condonation** charges.

2. Students whose attendance percentage is from 60% to 69% will have to produce **Medical Certificate** in addition to **Condonation** charges.
3. Students below 60% of attendance are **not eligible** to appear for the semester examinations.

### 3.5. Scheme for Internal Examination (Theory)

3.5.1 The Internal theory examination will be conducted for 2 hours for all courses.

3.5.2 The question paper patterns are given below:

<b>UG &amp; UG Diploma Programmes</b>	<b>Part</b>	<b>No. of questions</b>	<b>Type of question</b>	<b>Marks per question</b>	<b>Total Marks</b>
	A	10	Objective	1	10
	B	5	Either OR/ Any 5	4	20
	C	2	Any 2	10	20
<b>TOTAL</b>					<b>50</b>
<b>PG &amp; PG Diploma Programmes</b>	<b>Part</b>	<b>No. of questions</b>	<b>Type of question</b>	<b>Marks per question</b>	<b>Total Marks</b>
	A	10	Objective	1	10
	B	5	Either OR/ Any 5	4	20
	C	2	Any 2	10	20
<b>TOTAL</b>					<b>50</b>
<b>M.Phil. Programmes</b>	A	10	Objective	1	10
	B	5	Either OR/ Any 5	4	20
	C	2	Any 2	10	20
<b>TOTAL</b>					<b>50</b>



### 3.6. Scheme for Semester Examination (Theory)

3.6.1 The theory examination will be conducted for 3 hours for all courses.

3.6.2 The question paper patterns are given below:

<b>UG &amp; UG Diploma Programmes</b>	<b>Part</b>	<b>No. of questions</b>	<b>Type of question</b>	<b>Marks per question</b>	<b>Total Marks</b>
	A	10	Objective	1	10
	B	5	Either OR	4	20
	C	5	Any 3	10	30
<b>TOTAL</b>					<b>60</b>
<b>PG &amp; PG Diploma Programmes</b>	<b>Part</b>	<b>No. of questions</b>	<b>Type of question</b>	<b>Marks per question</b>	<b>Total Marks</b>
	A	10	Objective	1	10
	B	5	Either OR	4	20
	C	5	Any 3	10	30
<b>TOTAL</b>					<b>60</b>
<b>M.Phil. Programmes</b>	<b>Part</b>	<b>No. of questions</b>	<b>Type of question</b>	<b>Marks per question</b>	<b>Total Marks</b>
	A	10	Short Answers	2	20
	B	5	Either OR	5	25
	C	5	Any 3	10	30
<b>TOTAL</b>					<b>75</b>

**Note:** For students admitted from the 2017 batch onwards, The External Examination for the Soft skills Course will be will be conducted in an online format.

### 3.7. Scheme for Semester Examination (Practicals)

3.7.1 The practical examination duration will be between 2 to 6 hours depending on the programme and the actual course.

3.7.2 The question paper patterns are given below for various disciplines:

#### **UG & UG Diploma Programmes (Computer Science & Chemistry):**

<b>S. No</b>	<b>Component</b>	<b>Marks</b>
1	Two experiments (25 each)	50
2	Record	10
	<b>Total</b>	<b>60</b>

**UG Programme (Physics):**

<b>S. No</b>	<b>Component</b>	<b>Marks</b>
1	One experiment	50
2	Record	10
	<b>Total</b>	<b>60</b>

**UG Programme (Visual Communication):**

<b>S. No</b>	<b>Component</b>	<b>Marks</b>
1	Question - Any 4 out of 5	20
2	Viva voce	10
3	Record	30
	<b>Total</b>	<b>60</b>

**UG & UG Diploma Programmes (Life sciences):**

<b>S. No</b>	<b>Component</b>	<b>Marks</b>
1	Minor Experiment	15
2	Major Experiment	25
3	Spotter	10
4	Record	10
	<b>Total</b>	<b>60</b>

**PG & PG Diploma Programmes (Computer Science and Chemistry):**

<b>S. No</b>	<b>Component</b>	<b>Marks</b>
1	Two experiments – 25each	50
2	Viva	5
2	Record	5
	<b>Total</b>	<b>60</b>

**PG Programme (Physics):**

<b>S. No</b>	<b>Component</b>	<b>Marks</b>
1	One experiment	50
2	Record	10
	<b>Total</b>	<b>60</b>

**PG Programme (Social Work):**

**Field Work (I- Semester)**

<b>S. No</b>	<b>Component</b>	<b>Marks</b>
1	Theoretical Knowledge	20
2	Communication and Presentation	20
3	Report	20
	<b>Total</b>	<b>60</b>

**Field Work (II, III & IV- Semester)**

<b>S. No</b>	<b>Component</b>	<b>Marks</b>
1	Evaluation by the agency	30
2	Theoretical Knowledge	10
3	Field work skills	15
4	Communication and Presentation	05
	<b>Total</b>	<b>60</b>

**Block Placement / Internship**

<b>S. No</b>	<b>Component</b>	<b>Marks</b>
1	Evaluation by the agency	20
2	Viva voce	40
	<b>Total</b>	<b>60</b>

**PG & PG Diploma Programmes (Life sciences):**

<b>S. No</b>	<b>Component</b>	<b>Marks</b>
1	Minor Experiment	15
2	Major Experiment	25
3	Spotter	10
4	Viva	5
5	Record	5
	<b>Total</b>	<b>60</b>

### **3.8. Scheme for Semester Examination (Project – UG, UG Diploma, PG & PG Diploma)**

3.8.1 The examination for Project will be in the form of viva-voce.

3.8.2 The scheme of evaluation is given below:

<b>S. No</b>	<b>Evaluation Component</b>	<b>Marks</b>
1	Plan of the Project	15
2	Execution and presentation	45
3	Initiative and Innovation	15
4	Viva-voce	25
	<b>Total</b>	<b>100</b>

### **3.9. Scheme for Semester Examination (Dissertation)**

The Regulations of the Bharathidasan University are followed for the Dissertation of M.Phil. Programme.

### **3.10. Improvement Examinations**

3.10.1 a student who had re-appeared for a course in any semester is not eligible to appear for an improvement examination.

3.10.2 A student who has been declared "pass" may apply for the improvement examination and will be allowed to take up the improvement examination only for the courses in which he / she has appeared in that semester examination.

3.10.3 If the improvement examination marks are less than the original marks, the original marks shall be retained.

### **3.11. Instant Examinations**

3.11.1 This examination is conducted for students who have appeared for the final semester examinations of their respective programmes.

3.11.2 Students who need to reappear for **only one course** irrespective of the semester to which the course belongs are eligible for appearing in this examination.

## **Chapter 4: Grading System**

Curriculum design, teaching & learning and evaluation are the three essential parameters of an educational system. Out of the three, the Evaluation plays an important role so that any improvement in this parameter automatically results in the improvement of others. Several committees had been constituted in the past to deliberate on the issue of Examination Reforms. One of the major recommendations made by all these and Committees is the introduction of the Grading system in place of the marking system.

Grading, in the educational context is a method of reporting the result of a learner's performance subsequent to his evaluation. It involves a set of alphabets which are clearly defined and designated. A properly introduced grading system not only provides for a comparison of the learners' performance but it also indicates the quality of performance with respect to the amount of efforts put in and the amount of knowledge acquired at the end of the course by the learners.

### **4.1 Deficiencies in the Traditional Marking System**

The present system of evaluation of awarding numerical marks for reporting the performance of learners suffers from several drawbacks and is a source of a variety of errors. Further, the problem gets compounded due to the variations in the marks awarded in different subjects. The numerical score obtained by the learner, need not always reflect his / her true ability.

- A score of zero which is artificially created for the convenience of the user does not represent zero ability.
- A score of hundred does not reflect perfection in performance.
- Marks tend to be unreliable as a consequence of subjectivity due to examiner's variability.
- The magnitude of the subjective errors in marking is reported to vary from ten to twenty five (10-25) percentages.
- The marks awarded by examiners are often affected by many factors such as unfair means, erratic marking, and subjectivity of the examiners, etc.

- It is unfair to label a student as 'pass' or 'fail' on the basis of such unreliable evaluation.
- The system often results in promoting corrupt practices besides being discriminatory.

## **4.2 Grading System**

In view of the deficiencies mentioned above, it is desirable that the marking system used for the declaration of results is replaced by the grading system. According to the grading system, students are placed in ability bands that represent a range of scores. These ability bands may vary according to the number of categories for the classification of the performance of the learners. This ability range may be designated with alphabetical letters called as GRADE.

Due to the superiority of the grading system over the conventional marking system, several premier institutions and universities of high repute in India as well as abroad have introduced it successfully. There are several advantages of the grading system and few of them are listed below:

- Grading is a far more satisfactory method since it reflects an individual learner's performance in the form of a certain level of achievement in relation to the whole group of learners.
- Grading does not require making fine distinctions in performance when no such distinctions actually exist.
- Grades are relatively free from extraneous factors like difficulty of the examination, examiner bias, nature of the subject being examined, etc.
- The system of assigning Grades as opposed to giving Marks will help the creation of healthy competition among students since the rat race for obtaining marks will be eliminated. This will indirectly contribute to relieving the students from undue tension and pressure that may occasionally lead to suicides, trauma, etc.

### 4.3 Grading System in Practice

Grading could be done in different ways. The classification of grades depends upon the reference point. The method that is based on a predetermined standard which becomes a reference point for the learner's performance is called Absolute Grading. This involves direct conversion of marks into grades irrespective of the distribution of marks in a subject. This grading system is shown below:

#### UG & UG Diploma Programmes

Marks Range	Grade Point (GP)	Grade
90 to 100	10	O
80 to 89	9	A+
70 to 79	8	A
60 to 69	7	B+
50 to 59	6	B
40 to 49	5	C
0 to 39	0	RA

#### PG & PG Diploma Programmes

Marks Range	Grade Point (GP)	Grade
90 to 100	10	O
80 to 89	9	A+
70 to 79	8	A
60 to 69	7	B+
50 to 59	6	B
0 to 49	0	RA

#### M.Phil

Marks Range	Grade Point (GP)	Grade
90 to 100	10	O
80 to 89	9	A+
70 to 79	8	A
60 to 69	7	B+
50 to 59	6	B
0 to 49	NA	RA

## Classification of Final Result

### UG & UG Diploma Programmes

<b>CGPA</b>	<b>Grade</b>	<b>Result Classification</b>
9.00 to 10	O	OUTSTANDING*
8.00 to 8.99	A+	EXCELLENT*
7.00 to 7.99	A	VERY GOOD
6.00 to 6.99	B+	GOOD
5.00 to 5.99	B	ABOVE AVERAGE
4.00 to 4.99	C	AVERAGE
0 to 3.99	RA	REAPPEARANCE

### PG & PG Diploma Programmes

<b>CGPA</b>	<b>Grade</b>	<b>Result Classification</b>
9.00 to 10	O	OUTSTANDING*
8.00 to 8.99	A+	EXCELLENT*
7.00 to 7.99	A	VERY GOOD
6.00 to 6.99	B+	GOOD
5.00 to 5.99	B	ABOVE AVERAGE
0.00 to 4.99	RA	REAPPEARANCE

### M.Phil.

<b>CGPA</b>	<b>Grade</b>	<b>Result Classification</b>
9.00 to 10	O	OUTSTANDING*
8.00 to 8.99	A+	EXCELLENT*
7.00 to 7.99	A	VERY GOOD
6.00 to 6.99	B+	GOOD
5.00 to 5.99	B	ABOVE AVERAGE
0.00 to 4.99	RA	REAPPEARANCE

\* The candidates who have passed in the first appearance and within the prescribed duration of the UG/PG/M.Phil/Diploma are eligible. If the candidate's grade is O/A+ with more than one appearance, then the performance of the candidate is fixed as "VERY GOOD" for UG, PG, M.Phil and Diploma programmes.



## 4.4 Calculation based on the Ten Point Grading System

4.4.1. Credit point (CP) of a course is the value obtained by multiplying the GP by Cr of the course:

$$\mathbf{CP = GP \times Cr}$$

4.4.2. Semester Grade Point Average (SGPA) determines the overall performance of a student for a particular semester. It is the value obtained by dividing the sum of credit points (CP) obtained by a student in the courses taken in a semester by the sum of credits earned in courses taken by him / her. The grade point shall be rounded off to two decimal places.

$$\mathbf{SGPA = \frac{\Sigma(GP \times Cr)}{\Sigma Cr} \quad (\text{for courses in a semester})}$$

4.4.3. Cumulative Grade Point Average (CGPA) is the value obtained by dividing the sum of credit points (CP) obtained by a student in all the courses he/she has taken in all the semesters (all previous semesters and current semester) by the sum of credits earned in those courses. The CGPA then shall be rounded off to two decimal places.

$$\mathbf{CGPA = \frac{\Sigma(GP \times Cr)}{\Sigma Cr} \quad (\text{for courses in all semesters}^*)}$$

**Example**

An example to illustrate the calculation of SGPA is shown below:

Course	Marks obtained	Grade	Grade Point (GP)	Credit (Cr)	$\Sigma(\text{GP} \times \text{Cr})$	$\frac{\Sigma(\text{GP} \times \text{Cr})}{\Sigma \text{Cr}}$ SGPA = ----- -- ΣCr
1	53	B	6	3	18	148 / 22 = 6.73 (Rounded off to two decimal places)
2	76	A	8	3	24	
3	67	B+	7	6	42	
4	59	B	6	6	36	
5	65	B+	7	4	28	
			<b>TOTAL</b>	<b>22</b>	<b>148</b>	<b>Grade = B+</b>

\* SGPA/CGPA for UG programmes is calculated **Part** wise where a **Part** is a grouping of courses. Part I includes Language courses, Part II includes English Language courses, Part III, Core/Major/Allied/MBE courses and Part IV, NME/SBE/UGC Compulsory courses (Refer 3.1.1).

**Note:** In case of re-appearance, statement of marks will reflect the credits for the course. However, this will not be taken for the SGPA/CGPA calculations.

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