

COURSE OF STUDY

B.A., B.Sc., B.Com., and B.B.A Degree Programme

DURATION OF THE PROGRAMME

Three years (Six Semester).

Each Academic year shall be divided into two semesters. The odd semester shall consist of the period from June to November of each year and the even semester from December to April of each year.

Each semester should be consisting of 90 working days.

CREDIT REQUIREMENTS AND ELIGIBILITY FOR THE AWARD OF DEGREE

A candidate shall be eligible for the award of the degree only if he / she has undergone the prescribed course of study in a college affiliated to the University for a period of not less than three academic years and passed the examinations of all six semesters prescribed earning a minimum 140 credits in as per the distribution given in regulation.

The course components and credit distribution shall consist of the following:

Course component	Name of the course	Credits allotted for Four Semester Language paper *	Credits allotted for Two Semester Language paper #
Part I	Tamil or Other Language	12	6
Part II	English	12	6
Part III	Course Courses	60	72
	Allied Courses	20	20
	Project / Three Elective courses	15	15
Part IV	Basic Tamil / Advanced Tamil / NM/e	04	04
	Soft Skill Courses	12	12
	Environmental Studies	02	02
	Value Education	02	02
Part V	Extension Activities	01	01
Total Credits		140	140

- * Applicable for B.A., and B.Sc., Degree Programme.
- # Applicable for B.Com., B.B.A., and B.C.A., Degree programme.

University of Madras Regulations Under (CBCS pattern) will be followed.

Bachelor Degree shall consist of the following main subject of study

Part – I: Language (Tamil) and other language (Hindi, Sanskrit, French)

Part – II: Foundation English

Part – III: Core Subject, Allied Subjects, Elective and Projects.

Part – IV: Non Major Elective or Basic Tamil

- (a) Candidate who have not studied Tamil up to XII Std. and have taken a non Tamil language under Part- I shall take tail comprising two courses (level will be at 6th standard).
- (b) Student who have studied Tamil up XII Std. and have taken a non – Tamil language under part-I shall take advanced Tamil comprising two courses.
- (c) Students who have not categories under (a) or (b) can choose Non Major Elective comprising two courses
 2. Skill based Subjects (Elective) (Soft Skills)
 3. Environmental Studies
 4. Value Educations

PART- V EXTENSION ACTIVITIES

All the students shall have to enroll for **NSS/NCC/NSO (Sports & Games) / Rotract / Youth Red Cross** or any other service organizations in the College and shall have to put in compulsory minimum 40 hours which shall be duly certified by the Principal of the college before 31st March in a year. If the student lacks 40 Hours attendance in the first year, he or she shall have to compensate the same during the subsequent years. Students who complete minimum attendance of 80 or more hours in Two years will get **“ONE CREDIT”**.

Literacy and population Education and field work shall be compulsory components in the above extension service activities.

REQUIREMENTS FOR PROCEEDING TO SUBSEQUENT SEMESTER:

Student shall eligible to go to subsequent semester only if they earn sufficient attendance as prescribed therefore by Syndicate from time to time.

Attendance

Category - A

All students must earn 75% and above of attendance for all Under Graduate programs for appearing University (theory/Practical) Examinations.

Category – B Condonation of shortage of attendance

If a Student fails to earn the minimum attendance, the Principals shall condone the shortage of attendance upto maximum of 10% (65 to 75%) for all UG program after collecting the prescribed fee of Rs.250/-each for theory /practical separately.

Category – C Non eligibility for Condonation of shortage of attendance

Student who have secured less than 65% but more than 50% of attendance are NOT ELIGIBLE for condonation of shortage of attendance and students will not be permitted to appear for the regular examinations, but will be allowed to proceed to the next year /next semester of the program and they may be permitted to take the next university examination by paying of Rs.500/- each for theory /practical separately.

Category – D Detained students for want of attendance

Students who have earned less than 50% of attendance have to repeat the program (by rejoining) for which they lack attendance without proceeding for II/III year as the case may be. Until they rejoin the program and earn the required attendance for that particular semester / year, no Students shall be permitted to proceed to the next semester /next year of the program under any circumstance. Such a case Candidate must obtain prior permission from the university to rejoin the course.

(In case of Students earn less than 50% of attendance in any one of the semester duty to extraordinary circumstances such as medical grounds, such students shall produce medical certificate issued by the Authorized medical Attendant (AMA), duly certified by the principal of the college shall be permitted to proceed to the next semester and to complete the program of study.

Category – E Condonation of shortage of attendance for married women students:

A Married women students undergoing UG programs, the minimum attendance for condonation (theory/practical) shall be relaxed and prescribed as 55% instead of 65% if they conceiving during their academic career. Medical certificate from the Doctor (D.G.O) attached to the Government Hospital and the prescribed fee of Rs.250/- shall be paid to the university.

Category – F Zero percent (0%) Attendance:

The students who have earned 0% of attendance, have to repeat the program (by rejoining) without proceeding to succeeding semester and they have to obtain prior permission from the University immediately to rejoin the course

TRANSFER OF STUDENTS AND CREDITS

- (a) Transfer of students is permitted from one institution to another Institution for the same program with same nomenclature, provided that there is vacancy in the respective program of study in the institution where they transfer requested. Provided that the student should have passed all the courses in the institution from the where the transfer is requested.
- (b) The marks obtained in the courses will be converted and grades will be assigned as per the University Norms.
- (c) The transfer students are eligible for classification
- (d) The transfer students are not eligible for Ranking, Prizes and Medals.
- (e) Students who want to go to foreign Universities upto two semester or Project works with the prior approval of the Departmental/College Committee are allowed to get transfer of credits and marks which will be converted into Grades as per the University norms and are eligible to get CGPA and Classification; they are not eligible for Ranking, Prizes and Medals.

EXAMINATION AND EVALUATION

Students shall register their names for the first semester examination after admission to the UG courses.

Subsequently student students shall permitted to proceed upto final semester irrespective of their failure in any semester with the condition that the candidate should apply for all the arrear subject of the previous semester along with current semester subjects.

MARKS FOR INTERNAL AND END SEMESTER EXAMIATIONS FOR PART I, II, III and IV

Category	Theory	Practical
Internal Assessment	25	40
End Semester (University) Examination	75	60

PROCEDURE FOR AWARDING INTERNAL MARKS

COURSE	PARTICULARS	MARKS
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Theory Papers	Tests (2 out of 3)	10
	Attendance	05
	Seminars	05
	Assignment	05
	Total	25
Practical Papers	Attendance	05
	Test 2 out of 3	30
	Record	05
	Total	40
Project	Internal Marks (best 2 out of 3 presentations)	20
	Viva voce	20
	Project Report	60
	Total	100

(Conducting practical and project Viva voce Examination: Internal and External Examiners)

AWARDING MARKS FOR ATTENDANCE (out of 5)

Attendance

- (i) below 60% = 0 Marks,
- (ii) 61% to 75% = 3 Marks,
- (iii) 76% to 90%= 4 Marks
- (iv) above 95 % = 5 Marks

University Examination Question paper patterns

Section – A: 10 Questions out of 12 questions (10*2 Marks = 20 marks)

Section – B: 5 Questions out of 7 questions (5*5 Marks= 25 Marks)

Section – C: 3 Questions out of 5 questions (3*10 Marks = 30 Marks)

Total = (75 Marks)

PASSING MINIMUM

There shall be no passing minimum for internal

For External Examination, Passing minimum shall be 40% of the maximum marks prescribed for the paper for each paper / Practical / project and viva voce.

In the aggregate (External / internal) the passing minimum shall be 40%.

The candidate shall be declared to have passed the whole examination, if candidate passes in all papers and practical whatever prescribed as per the scheme of the examinations by earning 140 CREDITS in part I, II, III, IV & V. The candidate shall also fulfill the extension activities prescribed earning a minimum of 1 credit to qualify for the degree.

CLASSIFICATION OF SUCCESSFUL STUDENTS

Successful students passing the examinations for the Part I, Part II and Part II courses and Securing the Marks (a) 60 percent and above and (b) 50 percent

and above but below 60 percent in the aggregate shall be declared to have passed the examinations in the **FIRST and SECOND class** respectively; all other successful candidates shall be declared to have passed the examination in the **THIRD Class**.

RANKING

Students who pass all the examinations prescribed for the program in the **FIRST APPEARANCE ITSELF ALONE** are eligible for ranking / distinction, provided in the case of Students who pass all the examinations prescribed for the Program with a break in the in the First Appearance due to the reasons as furnished in the Regulations 6 Supra are only eligible for classification.

CONCESSION FOR DIFERENTLY -ABLED STUDENTS

The college is providing an opportunity for Differently abled student to take the concession as per the prescribed regulations by the university

DYSLEXIA STUDENTS:

- (i) Part I Foundation course Tamil or any other Language can be exempted.
- (ii) One third of the time of Paper may be given as extra time in the examination.
- (iii) Leniency in overlooking spelling mistakes.

HEARING, SPEAKING IMPAIRED AND MENTALLY RETARDED

One Language paper either part I Foundation course Tamil or any other Language or Part II English or its equivalent can be exempted.

Part IV Non Major Elective (NME) or basic Tamil or Advance Tamil can be exempted.

MAXIMUM PERIOD FOR COMPLETION OF THE PROGRAM TO QUALIFY FOR DEGREE

A student who for whatever reason is not able to complete the program within the normal period (N) or the minimum duration prescribed for the programme, may be allowed two years period beyond the normal period to clear backlog to be qualified for the degree (Time Span= N+2 year for the completion of programme).

In exceptional cases like major accidents and child birth an extension of one year be considered beyond maximum span of time (Time Span=N+2+1 years for the completion of programme).

During the extended period the student shall be considered as private candidate and also not eligible for RANKING)