K.M.G. COLLEGE OF ARTS AND SCIENCE
(AUTONOMOUS)

R.S. ROAD, AMMANANGKUPPAM, GUDIYATTAM -635803

Approved by the Government of Tamil Nadu

Permanently Affiliated to Thiruvalluvar University, Vellore

Recognized under Section 2(f) and 12(B) of the UGC Act 1956

Accredited by NAAC (2nd Cycle) with (CGPA of 3.24/4) 'A' Grade

REGULATIONS AND SCHEMES
(PG EFFECT FROM 2024-2025)

1st ACADEMIC COUNCIL MEETING
6th JUNE 2024

REGULATIONS FOR POST GRADUATE PROGRAMMES

(EFFECT FROM 2024-2025)

Programme:

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

Course:

"Course" refers to a paper / practical / subject offered under the degree programme. Each Course is to be designed variously under lectures / tutorials / laboratory or field work / seminar / practical training / Assignments / Term paper or Report writing etc., to meet effective teaching and learning needs.

1. Choice Based Credit System (CBCS):

All Undergraduate Programmes offered in the college under Choice Based Credit System. The CBCS provides an opportunity for the students to choose courses from the prescribed courses comprising core, elective/minor or skill based courses. OBE/LOCF methods are included in this system. This is to enhance the quality and mobility of the students within and between the Universities in the country and abroad.

- ➢ It is flexible for learners and Shift in focus from the teacher-centric to student-centric education.
- ➢ Student may undertake as many credits than the required credits.
- ➢ CBCS allows students to choose inter-disciplinary, intra-disciplinary courses, skill oriented papers
- ➢ CBCS makes education broad-based and at par with global standards. One can take credits by combining unique combinations.

2. Outcome-Based Education (OBE)

OBE is a student-centric teaching and learning methodology in which the course delivery, assessment are planned to achieve stated objectives and outcomes. It focuses on measuring student performance i.e. outcomes at different levels based on Bloom Taxonomy. In OBE college introduced Bloom Taxonomy for teaching, learning and evaluation process within the framework of question setting pattern and internal assessment pattern.

3. Eligibility for Admission to the Course

A candidate who has passed the Under Graduate Degree Examination, generally as main subject of study of any University recognized by UGC in the same subject or accepted by the Governing Body of KMG College of Arts and Science (Autonomous), Gudiyatham as equivalent there to shall be eligible for admission to the Master Degree.

No student shall be eligible for admission to a Master's degree programme in any of the faculties unless he/she has successfully completed a three years undergraduate degree or earned prescribed number of credits for an undergraduate degree through the examinations conducted by a University / autonomous institution or possesses such qualifications recognized by Thiruvalluvar University as equivalent to an undergraduate degree. Provided that candidates for admission into the specific main subject of study shall also possess such other qualifying conditions as may be prescribed by the University in the Regulations governing respective courses of study.

M.A. ENGLISH

A candidate who has passed B.A. Degree Examination of any UGC recognized University with English as the Main Subject of study or any three years Under Graduate Degree with English in their four semester where the candidate has scored a minimum of 55% or an Examination of other Universities accepted by the Governing Body of KMG College of Arts and Science (Autonomous),

Gudiyatham as equivalent thereto shall be permitted to appear and qualify for M.A. Degree Examination of this Colleges.

M.COM

A candidate who has passed the B.Com. B.Com.(Corporate Secretary ship), B.C.S., B.B.A., B.Com. (Bank Management), B.A (Co-op.), B.A. (Economics), B.A. (Corporate Economics) and B.Sc. Mathematics or B.Sc. (Computer Science) or B.C.A. or B. Sc. (ISM) with any two Core Papers offered at the B.Com. level of any UGC recognized University or an Examination of any other University accepted by the Governing Body of KMG College of Arts and Science (Autonomous), Gudiyatham as equivalent.

M.COM - COMPUTER APPLICATIONS

A candidate who has passed the B.Com Computer Application, B.Com., B.Com.(Corporate Secretaryship), B.C.S., B.B.A., B.Com. (Bank Management)., B.A (Co-op.), B.A. (Economics), B.A. (Corporate Economics) and B.Sc. Mathematics or B.Sc. Computer Science or B.C.A. or B. Sc. (ISM) with any two Core Papers offered at the B.Com. level of any UGC recognized University or an Examination of any University accepted by the Governing Body of KMG College of Arts and Science (Autonomous), Gudiyatham as equivalent.

M.Sc. MATHEMATICS

A candidate who has passed the B.Sc. Degree Examination in Mathematics of any UGC recognized University or an Examination of any University with more than one major with Mathematics accepted by the or an Examination accepted as equivalent thereto by the Governing Body of KMG College of Arts and Science (Autonomous), Gudiyatham as equivalent thereto shall be permitted to appear and qualify for the Master of Science (M.Sc.) Degree Examination of this Colleges.

M.Sc. BIOCHEMISTRY

A candidate who has passed the B.Sc. Degree Examination in Biochemistry / Chemistry / Biology / Botany / Zoology / Biotechnology / Nutrition and Dietetics / Plant Biochemistry / Any Biology related Subjects of any UGC recognized University or an Examination of any University accepted by the Governing Body of KMG College of Arts and Science (Autonomous), Gudiyatham as equivalent.

M.Sc. CHEMISTRY

A candidate who has passed the B.Sc. Degree Examination with Chemistry as the main subject of study of any UGC recognized University or an Examination of any University accepted by the as equivalent thereto by the Governing Body of KMG College of Arts and Science (Autonomous), Gudiyatham as equivalent thereto shall be eligible for admission to the M.Sc. Degree in Chemistry.

M.Sc. MICROBIOLOGY

A candidate who has passed the B.Sc. Degree Examination in Microbiology / Applied Microbiology / Industrial Microbiology / Botany / Plant Science / Plant Biology and Plant Biotechnology / Zoology / Animal Science / Applied Animal Science and Animal Biotechnology / Biochemistry / Biotechnology/ Bioinformatics / Biology / Life Sciences / Home Science / Nutrition and Dietetics / Chemistry with Botany / Zoology as Allied Subjects of any UGC recognized University or an Examination of any University accepted by the Governing Body of KMG College of Arts and Science (Autonomous), Gudiyatham as equivalent.

M.Sc. INFORMATION TECHNOLOGY

A candidate who has passed the BCA / B.Sc. Degree Examination with Mathematics / Statistics of any UGC recognized University or an Examination of any University accepted by the Governing Body of KMG College of Arts and Science (Autonomous), Gudiyatham as equivalent thereto shall be permitted to appear and qualify for the Master of Science (M.Sc.) in

Information Technology Degree Examination.

4. Cancellation of Admission

The admission is at the student's risk and is provisional, subject to the approval of Thiruvalluvar University. If the admission is not approval for any reason, the candidate shall not hold the college responsible for it. If selected, in the event of leaving the college after admission but any time before completing the programme, the fee for the residual period of the course should be paid by the student as per the rules in force.

5. Eligibility for the Award of Degree Programme

A Student Shall be eligible for the award of the Degree programme only if he/she has undergone the prescribed course of study in this college for two academic years and passed the examinations of all the four semesters prescribed, earning 95 credits and fulfilling such conditions as have been prescribed, therefore.

6. Duration

This means the stipulated years of study to complete a programme as prescribed by the college from time to time. Currently for the postgraduate programme the duration of study is TWO years. These regulations shall apply to the regular course of study in the college. Each academic year have been divided into two semesters name ODD and EVEN semesters. The first academic year has first and second semesters, The second academic year has third and fourth semesters respectively. The ODD semester have the period from June to November of each year and the EVEN semester have the period from December to April of each year. Each semester has minimum 90 working days and comprising 450 instructional hours and the whole programme has 1800 teaching hours.

7. Course Structure

The main subject of the study for Master Degree programme shall consist of the following Two parts:

Part I: Comprises of THREE categories namely, Core Courses and Elective Generic/ Discipline Specific / Individual Project, overall 90 credits in this part I

i)   Core Courses

The "Core Courses" related to the programme concerned including practical offered under Part I of the programme.

ii)   Elective Generic/Discipline Specific

"Elective courses" related to the core courses of the programme concerned, offered under Part I of the programme.

iii)   Internship (or) Industrial Visit (or) Field Visit

The course offered as core courses under Part I of the programme is aimed at equipped with essential skills to make them employable with 2 credits each (1 X 2 = 2 credits) in the second semester vacation.

iv)   Project

The Individual Project related to the core courses of the programme concerned, offered under Part I of the programme. The project work is compulsory at the end Semester (IV) as prescribed by the respective boards of studies.

The following guidelines / clarifications are offered by the project with Viva-voce

a)   The project should be valued for 75 marks by an external examiner; however the Viva-Voce examination should be conducted by both the external examiner appointed by the College and the respective internal examiner / guide / teacher concerned. The average of marks awarded in the viva-voce by both the external examiner and the internal examiner

is to be intimated along with the marks obtained by the candidate in project evaluation, to the Controller of the Examination.

b) The Project Report may consist a minimum of 50 pages.

c) The candidate has to submit the Project Report 30 days before the commencement of the IV Semester Examinations.

d) A candidate who fails in the Project / Dissertation or is absent may resubmit the report, on the same topic, with necessary modification / correction / improvements in the subsequent even semester examination for evaluation and shall undergo viva-voce examination.

e) Ph.D. Research Methodology is applicable to write the Project Report.

Part II: Part II comprises of Human Rights, MOOC and Extension activity, overall 05 credits in this part II

(i) Extension Activity

All those activities under NSS/NCC/Sports/YRC programme and other co/extra-curricular activities offered under part IV of the programme is part of the Extension Activities with one credit (1 X 1 = 1 credit) in the 6th semester. Proper relevant records shall be maintained by the respective departments and if necessary it may be verified by the College authority of at any time. The extension 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. This grading shall be incorporated in the mark sheet to be issued at the end of the semester for which students shall pay fee for one theory paper. The marks shall be sent to the Controller of Examinations before the commencement of the final semester examinations.

Marks to be awarded as follows:

➢ 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.

(ii) MOOC

a. Inclusion of the PG Level Massive Open Online Courses (MOOCs) with Two credits available on SWAYAM, NPTEL and other such portals approved by MHRD, Government of India.

b. For MOOC, the co-coordinator to be nominated in the colleges by Principal for guiding / supervising MOOC related study of the students. A mentor to be nominated in each department by the Head of the Department with the advice of the Principal. Mentor can guide the students to pass MOOC and MOOC related activities may be organized in all stages.

c. MOOC can be studied from the Semester – I to Semester – III. After Semester – III it will be considered as arrear paper.

d. The candidates may choose two credits and above level MOOCs. University shall give two credits points to these courses.

8. Credits

The weightage given to each course of study (subject) by the experts of the Board of Studies concerned. The term "Credit" refers to the weightage given to a course, usually in relation to the instructional hours assigned to it. For instance, a six hour course per week is assigned 6/5/4 credits, a five hour course per week is assigned 5/4/3 credits and a four hour course per week is given 4/3/2 credits. However, in no instance the credits of a course can be greater than the hours allotted to it. The total minimum credits, required for completing a PG program is 95.

9. Course of Study

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

First Year–Semester-I

Part	List of Courses	Credit	No. of Hours
Part-1	Core –I	5	7
	Core –II	5	7
	Core –III	4	6
	Elective–I	3	5
	Elective–II	3	5
		20	**30**

First Year–Semester-II

Part	List of Courses	Credit	No. of Hours
Part-I	Core –IV	5	6
	Core –V	5	6
	Core –VI	4	6
	Elective–III	3	3
	Elective–IV	3	3
	Skill Enhancement Course [SEC] - I	2	4
Part-II	Human Rights	2	2
	MOOC Course	2	-
		26	**30**

Second Year–Semester-III

Part	List of Courses	Credit	No. of Hours
Part-I	Core–VII	5	6
	Core–VIII	5	6
	Core–IX	5	6
	Core (Industry Module)– X	4	6
	Elective–V	3	3
	Skill Enhancement Course-II	2	3
	Internship/Industrial Activity [Credits]	2	-
		26	**30**

Second Year–Semester-IV

Part	List of Courses	Credit	No. of Hours
Part-I	Core –XI	5	6
	Core –XII	5	6
	Project with VIVAVOCE	7	10
	Elective – VI (Industry Entrepreneurship)	3	4
	Skill Enhancement Course– III/Professional Competency Skill	2	4
Part-II	Extension Activity	1	-
		23	30

Consolidated Semester wise and Component wise Credit distribution

Parts	Sem I	Sem II	Sem III	Sem IV	Total Credits
Part - I	20	22	26	22	**90**
Part - II	-	04	-	01	**05**
Total	**20**	**26**	**26**	**23**	**95**

*Part I and Part II components will be separately taken into account for CGPA calculation and classification for the post graduate programme, to be eligible for obtaining the PG degree.

10. **Requirement to appear for the examinations**

REQUIREMENTS OF ATTENDANCE

An attendance criterion is laid down for students to appear for End Semester Examination. The eligibility criteria are as follows:

✓ 75% of the attendance in the current semester is mandatory to appear for the End Semester

Examinations

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✓ Candidates who secure 65% to below 75% of the attendance are not eligible to appear for the current semester examinations. However, the Principal of the college may condone the lack of attendance for students with genuine reasons and permit them to write the End Semester Examinations, after the payment of condonation fee, Medical grounds, Major calamity, Accident and Health issues which demands a long rest.

The reason of absence for a long period should be intimated to the Principal within a week's time to get the leave sanctioned.

✓ Candidates who secure attendance between 55% and below 65% are detained and not eligible to appear for the current semester examinations. However, they are permitted to write the arrears subjects if any.

✓ Candidate who secured attendance less than 55% will not be permitted to appear for both the previous semester and current semester subjects and they have to redo the semester in the following academic year, if vacancy is available, after obtaining the approval from the University, Principal and the Head of the Department concerned.

11. Scheme of Examination

END SEMESTER EXAMINATIONS (ESE)

The Semester examinations are conducted at the end of the semester after the publication of the CIA marks. Centralized evaluation is conducted for PG Semester Examination scripts. The passing minimum for PG is 50%.

1. A student should register herself/himself to appear for the Semester Examinations by payment of the prescribed fee.

2. For major and allied papers, the Semester Examination will be of 3 hours with a maximum of 75 marks.

3. The Semester Examinations will be in the form of a comprehensive examination covering the entire syllabus in each course. It will be conducted 3 hours duration, irrespective of the number of credits allotted to it. The maximum marks for each course shall be 75.

ESE	Portion	After	Marks	Time
I	All five Units	90th working day	75	3 hrs

a. Any theory examination is conducted only for 3 hours irrespective of total marks allotted for the examinations.

b. There shall be theory and practical examinations at the end of each semester, for odd semesters in the month of October / November; for even semesters in April / May. A candidate who does not pass the examination in any course(s) shall be permitted to appear in such failed course(s) in the subsequent examinations to be held in October / November or April / May.

c. The results of all the examinations will be published through the college where the student underwent the course as well as through College Website.

12. Restrictions to appear for the examinations

Any candidate having arrear paper(s) shall have the option to appear in any arrear paper along with the regular semester papers, in theory as well as in practicals, as long as the transitory provision is applicable.

13. Medium of Instruction and examinations

The medium of instruction and examinations for the courses of Part I & II in English and the medium of examinations is also in English.

14. 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. However in genuine cases where the students could not submit the Record Note Books, candidates shall be permitted to take up the practical examination provided the Head of the Department concerned certifies that the candidate has performed and completed the experiments, prescribed for the course on the basis of the observation note book signed by the class teachers, concerned, submitted by the candidate. For such candidates who do not submit record note books "zero mark" will be awarded for the record marks in the practical examinations.

15. PASSING MINIMUM

The passing minimum for the End Semester Examinations shall be 50% out of 75 marks (38 Marks), and not less than 50% in the aggregate, taking the continuous internal assessment and End Semester Examination marks together the overall pass is 50 of 100 Marks.

MAXIMUM MARKS

SUBJECT TYPE	CIA	ESE	TOTAL
Theory	25 Marks	75 Marks	100 Marks
Practical	25 Marks	75 Marks	100 Marks
Project	25 Marks	75 Marks	100 Marks
Internship	100 Marks	-	100 Marks
Extension Activity	100 Marks	-	100 Marks

16. SUPPLEMENTARY EXAMINATION

After the declaration of the results of the final semester, a student who has only one paper in any semester can apply by the specified date, for Supplementary Examination, either for reappearance or for improvement. This facility is available only for those students who have not obtained a 'Pass' due to one paper or want to improve performance in one paper. The examination will be conducted and results published within a month of the first publication of the result.

17. IMPROVEMENT

The facility to improve one's performance in any paper(s) is offered to all the students. A student, who wishes to improve his/her performance in any paper(s), may apply for the examination in the same, if the examination is conducted in that paper(s) during that particular semester/ Supplementary Examination. This provision is available till the Supplementary Examination after the final semester examination. Students are permitted to improve their performance in Supplementary Examination in the subsequent semester. If the marks you got in an improvement exam is not upto the mark or is lower than your previous scores it will not be considered.

18. REVALUATION AND PHOTOCOPY

A) PHOTOCOPY OF ANSWER-SCRIPT(S)

After declaration of the examination results with marks, if any candidate wishes to apply for Photocopy/ photocopies of theory answer-scripts, he/she shall apply to the COE by paying the prescribed fees notified by the college from time to time within 10 days from the date of announcement of results of the respective course.

B) REVALUATION

➢ There shall be provision for revaluation on payment of fee for papers evaluated by single valuation system. A different examiner will value the paper. Better of the two will be the final mark.

➢ Revaluation is applicable only for theory papers (Current/Arrear) and shall not be entertained for other components such as practical.

➢ The application for revaluation shall be submitted to the Controller of Examinations through the HOD of the concerned Department of study.

➢ Every application for revaluation should be submitted by the candidate in the prescribed form along with the prescribed fee so as to be received by the Controller of Examinations within TWO WEEKS of obtaining the photocopy of the answer-script.

➢ The result of the revaluation shall ordinarily be made known to the student through the Head of the Department within 1 month of the last date of receipt of applications by the Office of the Controller of Examinations.

19. Distribution

1. When the tabulation of an examination is completed, the COE shall convene a meeting with all head of the departments.

2. The COE shall be given statistics of the results of pass percentage to all heads in the meeting. If the paper result is < 30%, the concern subject Head not satisfied, he has to right to ask for revaluation.

3. The Chairman of the departments have right to recommend 5% moderation of marks.

4. It shall be competent for the pass board to decide on the moderation of marks to normalize the results in comparison to the result of previous years with sufficient justification.

5. Special conditions, if any, for the award of moderation, such as class moderation, moderation to attain a specified percentage of marks, in cases of marginal deficiencies, etc. should be unambiguously recorded.

6. The COE shall submit the results to the Chief controller (Principal) for approval.

7. The results are announced with all details i.e. whole pass, subject wise pass, Grades etc.,

20. PUBLICATION OF RESULTS

The final approved result of the examination shall be published. A list of candidates who have secured the first three ranks in each branch of examination shall be published along with the final result for the courses.

21. ISSUE OF CONSOLIDATED STATEMENT OF MARKS:

All candidates who have appeared for an examination conducted by the college shall be issued a computerized consolidated statement of marks irrespective of the result of the examination.

22. GRADING AND CLASSIFICATION OF SUCCESSFUL STUDENTS:

Once the marks of CIA and ESE for each course are available, they shall be added and the marks thus obtained shall be converted into a relevant Letter Grade, Grade Point as per the classification given below for UG and PG courses.

Conversion from Marks to Grading System for

Post Graduate Courses

RANGE OF MARKS	LETTER GRADE	GRADE POINTS
96 - 100	O	10
86 - 95	A+	9
76 - 85	A	8
66 - 75	B+	7
56 - 65	B	6
50 - 55	C	5
40 - 49	P	4
00 - 39	F	0
Absent	Ab	0

Classification of Successful Candidates for

Post Graduate Courses

Passed all the courses with CGPA 7.5 and above	**First Class with Distinction**
Passed all the courses with CGPA 6 to 7.4	**First Class**
Passed all the courses with CGPA 5 to 5.9	**Second Class**
Passed all the courses with CGPA 4 to 4.9	**Third Class**

$$GPA = \frac{\sum_i C_i G_i}{\sum_i C_i} = \frac{\text{Sum of the product of the credits and grade points earned}}{\text{Sum of the credits of the courses in a Semester}}$$

$$CGPA = \frac{\sum_n \sum_i C_{ni} G_{ni}}{\sum_n \sum_i C_{ni}} = \frac{\text{Sum of the product of the credits and grade points earned}}{\text{Sum of the credits of the courses in a Semester}}$$

Where C, is the credit eared for the courser *i* in any semester, G, is the grade point obtained by the student for the course *i* and n is the number of courses passed in that semester.

Minimum Passing Marks in ESE

For PG Courses   : 50 out of 100

If minimum pass marks is not secured in ESE, F Grade will be awarded.

23. TABULATION REGISTER

The entire process of calculating the final marks shall be automated using appropriate computer programs. The printed Provisional Certificate and degree certificate (Convocation) will be bearing with the signature of the Controller of examinations of Parent University.

24. Internal Assessment System

➢ The following teaching, learning and evolution process may be brought under internal assessment system. Interested teachers can choose one or more innovative methods.

➢ Book review and research paper review, syllabus and curriculum review.

➢ Data collection and paper writing practices: books level, field study level. Using the course

content for society and nature development – exercise.

➢ Workshops, preparing technical term dictionaries from text books and reference books.

➢ Preparing question paper by the candidates: objective type, descriptive type, training given by the teacher

➢ Forming digital library: collecting text and reference books, course material.

➢ Preparing course material.

➢ Following eminent intellectuals and research institutions in global level.

➢ Open book examination

➢ For application oriented study: Villages, Institutions, various people groups may be adopted by the departments of the colleges for practicing their theoretical study. Innovative methods may be implemented in the practices and report can be written for documentation, further discussion and research.

➢ Extracurricular activities maybe framed through their syllabus content. Grouping students for self discussion, self learning and self evaluation process.

25. CONTINUOUS INTERNAL ASSESSMENT (CIA):

The CIA (Continuous Internal Assessment) components are written tests centrally organized by the Controller's office. Each CIA written examination is of 3 hours duration for 75 marks. The tests will be conducted centrally. The average of two such CIA is calculated for 20 marks.

Students who failed to appear for the CIA examinations or scored very low marks may be permitted by the concerned head of the department with genuine reasons to write the CIA re-examinations after paying the penalty and producing proofs for: medical grounds, major calamities, accidents, and health issues that demand a long rest; participation in NSS, NCC, or sports activities on

prior written permission obtained through the concerned staff member. The reason for the absence for a long period should be intimated to the principal within a week's time to get the leave sanctioned.

Other Innovative Components will be for 5 Marks. The innovative component is for 5 marks, conducted during the class hours by the Staff member in charge of the course, in the form of assignments/ quiz/ seminars /presentations/Online/Open Book/Viva Voce/ Group work/ Mini Project/ Exhibition, etc. The topic and time for submission/ presentation will be announced by the staff member in charge of the course in advance. Each student should explain and defend her presentation. Syllabus of not less than two units shall be included for each CIA.

There is no passing minimum for CIA, and no provision for improvement in CIA. The final CIA marks are verified by the students before the Semester Examinations.

Documents to be submitted by the departments,

    i)   CIA question papers

    ii)   Evaluated CIA exam papers, once CIA exams are completed

         ■ Foil sheet

         ■ Student signature in CIA Test paper

iii)   Transparencies- before ESE, CIA marks will be displayed in the notice board.

CIA	Portion	After	Marks	Time
I	2 Units	40th working day	75	3hrs
II	5 Units	80th working day	75	3hrs

26. SCRIBES FOR DISABLED CANDIDATES

Physically and visually challenged students shall seek the assistance of Scribes and shall avail one hour extra time to write the Comprehensive Examination. The students shall use this facility by submitting permission letter along with the medical certificate one week prior to the examination.

27. GRIEVANCES REDRESSAL MECHANISM

1. The Evaluated answer scripts are given to students for their information, which provides transparency and accountability in the evaluation process. Student grievances are taken care of and redressed in a timely manner.

2. Grievances of the students related to pending Grade cards, Consolidated Mark Statement, Tamil Name correction in Degree certificate, Exam application, and Hall ticket download difficulties are cleared immediately by Grievances Redressal.

3. Students can put their examination-related queries through the suggestion box in the Administrative Block, giving them in writing to the COE and online Grievances through the Principal.

4. All grievances shall be rectified within 10 days.

28. EXAMINATION MALPRACTICES:

Malpractice of any form / kind during End Semester Examinations is strictly prohibited and severely dealt with. Copying inside the examination hall is strictly prohibited and students are expected to maintain strict silence in the examination hall. Candidates found copying using mobile phones / electronic gadgets / other incriminating materials owned / written on hand / in other forms or borrowed in the form of printed / Xerox / cyclostyled / handwritten / written on paper / hall tickets / cloth / scale / furniture / answer book of another candidate / or in another mode etc. will be considered as examination malpractice.

Anyone found involved in malpractice will also be punished in accordance with the decision taken by the Adhoc committee constituted for this purpose. All matters pertaining to examination malpractice which is of any form / kind will be placed before the Examination Disciplinary Action Committee (EDAC) for enquiry and the decision of the committee shall be final. Committee comprises of the following members:

S. No	Particulars of members
1	Principal
2	Dean – Student Affairs / Academic Affairs
3	Controller of Examinations
4	Senior Faculty Nominated by Principal
5	Respective HOD of the Student Concerned

If the candidate found guilty he/she will be debarred from writing that particular paper in that semester or all the papers in that semester based on the nature of malpractice. He / She will be awarded a Zero and the same will be indicated against the title of the respective course in the statement of marks as Zero (0). If any candidate reported to have committed malpractice for a second time, the EDAC will enhance the punishment suitably. Examination Disciplinary Action Committee has every right in taking appropriate actions and is not intended to apply mechanically to cover every conceivable case. However, decision taken by the Examination Disciplinary Action Committee shall be finally binding.

29. Question Paper Pattern

✓ The following question paper patterns shall be Choice Based Credit System (CBCS) is followed as per TANSCHE norms for the candidates admitted from the academic year 2024-2025 on.

✓ Outcome Based Education (OBE) system is followed as per UGC norms for all the UG & PG courses from the academic year 2024-2025.

Blooms Cognitive Taxonomy

Action Verbs for Setting Question Paper

Knowledge	Level	Action Verb
Remember	K1	Choose, Define, Find, Label, List, Match, Name, Recall, Relate, Select, Show, Spell, Tell, What, When, Where, Which, Who, Why, Fix, Single out, Mark, numerate, etc.
Understand	K2	Demonstrate, Explain, Extend, Illustrate, Infer, Outline, Rephrase, Summarize, Translate, Trace, Specify, Cull, List, Arrange, etc.
Apply	K3	Apply, Experiment with, Identify, Interview, Make use of, Model, Organize, Plan, Select, Solve, Utilize, Compute, Categorize, Classify, Sort, Notice, etc.
Analyze	K4	Analyze, Assume, Compare, Contrast, Discover, Dissect, Distinguish, Divide, Examine, Function, Inference, Inspect, List, Motive, How, Sequence, Diagnose, Decipher, Infer, Explicate, etc.
Evaluate	K5	Agree, Appraise, Assess, Award, Conclude, Criteria, Criticize, Decide, Deduct, Defend, Determine, Disprove, Estimate, Evaluate, Importance, Influence, Interpret, Judge, Justify, Measure, Prove, Rate, Recommend, Value, Prove, Validate, Verify, Discover, Scrutinize, Support, Reveal, Substantiate, Deduce, Inspect, Probe, Survey, Test, Portray, Sketch, Delineate, Elucidate, etc.

Create	K6	Adapt, Build, Change, Combine, Compile, Compose, Construct, Create, Delete, Design, Develop, Discuss, Elaborate, Formulate, Happen, Imagine, Improve, Invent, Make up, Maximize, Minimize, Modify, Predict, Solution, Establish, Redraft, Evolve, Promote, Devise, Conceive, Visualize, Improvise, Extemporize, Fabricate, etc.

INSTRUCTIONS TO THE Q

UESTION PAPER SETTER

Section	Bloom Level	Questions	Marks	Number of Questions to be asked
A	K1, K2, K3, K4, K5	1 to 10 (Answer all the questions)	20	Minimum 2 questions are to be asked from each of the five units
B	K1, K2, K3, K4, K5	11 to15 (either or type)	25	Minimum 2 questions are to be asked from each of the five units
C	K1, K2, K3, K4, K5, K6	16 to 20 (Answer Any Three)	30	1 question from each of the five units

Question Paper Pattern

Question No.	Course Unit	K–Level(K1–K6)	Course Outcome (CO1-CO5)
SECTION–A (10X2=20 Marks) Answer All the Questions			
1	I	K1/K2/K3/K4/K5 (LOT 60% HOT 40%)	
2			
3	II		
4			
5	III		
6			
7	IV		
8			
9	V		
10			

SECTION–B (5X5=25 Marks) Answer All the Questions			
11(a) or (b)	I	K1/K2/K3/K4/K5 (LOT 60% HOT 40%)	
12(a) or (b)	II		
13(a) or (b)	III		
14(a) or (b)	IV		
15(a) or (b)	V		
SECTION–C (3X10=30 Marks) Answer ANY THREE Questions			
16	I	K1/K2/K3/K4/K5/K6 (LOT 60% HOT 40%)	
17	II		
18	III		
19	IV		
20	V		
Knowledge Level as per Bloom Taxonomy			
K1–Remember, K2–Understand, K3-Apply, K4–Analyze, K5-Evaluate, K6-Create			

30. Syllabus

The syllabus for various courses shall be clearly demarcated into five viable units in each paper/subject. Programme outcome, objective, outcomes, course outcomes and Programme outcome mappings, list of text books, list of reference books, online course materials shall be given to each paper

31. 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 by the Governing body and academic council. The college may revise/amend/change the regulations and scheme of Examinations, only once in 3 years if found necessary.

32. Transitory Provision

a. Any candidate having arrear paper(s) shall have the option to appear in any arrear paperalong with the regular semester papers.

b. Candidates who fail in any of the course of Part I and Part II of PG degree examinations shall complete the course concerned within 4 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 change of nomenclature of a previous course and change of Regulations and / or curriculum after 4 years period, the candidates shall have to take up an equivalent course in the revised syllabus as suggested by the Chairman of respective Boards of Studies and fulfill the requirements as per the regulation curriculum for the award of the degree.

All the above rules pertaining to admissions are also governed by the admission guidelines issued by the Directorate of Collegiate Education/ Thiruvalluvar University, from time to time.