



**DHANALAKSHMI SRINIVASAN
COLLEGE OF ARTS & SCIENCE FOR WOMEN
(AUTONOMOUS)
PERAMBALUR
(Affiliated to Bharathidasan University)
(Nationally Re-Accredited with 'A' Grade by NAAC)**

OFFICE OF CONTROLLER OF EXAMINATIONS

REGULATIONS

1. Duration of the Programme

UG Programme

The programme shall lead to the degree of Bachelor of Arts, Bachelor of Science, Bachelor of Computer Applications, Bachelor of Commerce, and Bachelor of Business Administration of the Bharathidasan University, Trichy and spread over a period of six semesters. Three academic years will be divided into six semesters with two semesters per year.

PG Programme

The programme shall lead to the degree of Master of Arts, Master of Science, Master of Computer Applications, Master of Commerce, and Master of Business Administration of the Bharathidasan University, Trichy and spreads over a period of four semesters. Two academic years will be divided into four semesters with two semesters per year. A student is ordinarily expected to complete the UG programme in three academic years and PG programme in two academic years.

Research Programmes

The programme shall lead to the degree of Arts, Science and Commerce of the Bharathidasan University, Trichy and spreads over a period of Two semesters. One academic year will be divided into two semesters. A student is ordinarily expected to complete the M.Phil Research Programme in academic year and Ph.D Research Programme shall lead to the degree of Arts, Science and Commerce of the Bharathidasan University, Trichy and spreads over a period of Three Years.

2. Structure of the Programme

Each UG programme shall have a curriculum comprising theory and practical courses with a specified syllabus. The curriculum of each semester is a blend of theory courses, practical courses, mini project and internship. In addition seminars, assignments personality development programmes and extension activities such as NCC, NSS, YRC, Sports and Games shall be offered.

Each UG programme shall have a curriculum comprising theory and practical courses with specified syllabus. The courses shall cover

(i) Part - I Language Tamil/Hindi/French/Arabic/Sanskrit

(ii) Part - II Language English

(iii)Part-III

- a. Core courses
- b. Allied Courses
- c. Major Based Elective

(iv)Part IV

- a. Environmental Studies
- b. Value Education
- c. Non Major Elective Course
- d. Skill Based Elective Course
- e. Soft Skills

(v) Part V

- a. Gender Studies
- b. Extension Activity

Each PG programme shall have a curriculum comprising theory and practical courses with specified syllabus. The courses shall cover

(i) Core courses

(ii) Elective courses

(iii)Application Oriented Courses

(iv)Project

Every student has to carry out a project work and shall submit at the end of the fourth semester.

3. The medium of instruction and examinations shall be in English except for courses on languages other than English.

4. Assessment

The evaluation of a student in a particular course is done based on her performance both in the (i) Continuous Internal Assessment (CIA) and the (ii) Semester Examinations (SE). A student has to pass the CIA and SE separately to complete a course.

a) SCHEME OF ASSESSMENT

	Theory	Practical Subjects
Continuous Internal Assessment (CIA)	25 marks	40 marks
Semester Examinations (SE)	75 marks	60 marks
Total	100 marks	100 marks

b) Components of CIA - (25)

S.NO	COMPONENTS	MARKS
1.	Internal Assessment Test (2) and Model exam (1)	10
2.	Assignment	05
3.	Seminar	05
4.	Quiz	2.5
5.	Attendance	2.5
	TOTAL	25

Passing Minimum of UG – 40%

Passing Minimum of PG – 50%

c) Components of SE - (75)

The Question Paper shall consist of Three Parts:

- **Part A** shall contain **Ten** questions carrying **1 mark** each (**10*1=10**)
- **Part B** shall contain **Five** questions carrying **7 marks** each, Each Question contain either or choice pattern (**5*7=35**)
- **Part C** shall contain **Five** questions carrying **10 marks** each ,out of which the students has to answer for any **Three** questions (**3*10=30**)

Part A (10*1 = 10) - 10

Part B (5*7=35) - 35

Part C (3*10=30) - 30

Total = **75**

Passing Minimum of UG – 40%

Passing Minimum of PG – 50%

d) Consolidation of CIA

Consolidation of CIA marks should be done in the department within five days after the MODEL EXAMINATIONS .CIA mark statements are sent to the Office of the Controller of Examinations after being signed by the Heads of the department. Changes cannot be made in the mark statements, once they are submitted to the COE's Office. If a student fails to get the passing minimum in CIA in a particular course, she can improve the CIA in the subsequent semesters, however, she is eligible to appear for the SE in that course.

e) CIA Improvement Rules

(To reappear in CIA) CIA can be cleared by improving the CIA marks in the subsequent semesters for a maximum of 3 courses. If a student has 4 or more courses for CIA improvement, she can clear them only after the completion of the programme. To clear CIA, students have to submit an application form to the COE's office within 20 days from the date of results published.

5. Shortage of Attendance – Condonation & Re-do semester

Shortage of Attendance	
Upto 25%	Eligible to write SE
26% to 35%	College condonation
36% to 50%	College condonation (Medical certificate has to be produced)
Below 50%	Not eligible to write SE

- 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 semester, 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 for 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 College 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 the course.

6. SEMESTER EXAMINATIONS

All those students who have put in the required number of days of attendance are eligible to appear for the SE irrespective of whether they have passed in the CIA or not. They have to pay the examination fees for all the current courses and the arrear courses, if any, and submit the application form before the due date, specified for the purpose. For any reason the dates will not be extended. Hall tickets will be issued only for those who have paid the fees.

The students must bring the Hall Ticket and their College ID card to every session of the Semester Examinations for verification.

Students can bring into the Examination Hall only ordinary Scientific / Engineering calculators. They can use the mathematical, statistical or any other Table, (if required) provided by the college during the SE. Students are not allowed to bring programmable calculators / mobile phones or any other electronic communication devices or unwanted materials into the examination hall.

Grievances regarding Semester Examinations Question Papers

If there is any problem in the question paper, students have the provision of filing their grievances in a prescribed form available with the Chief Superintendent and the filled-in form must be submitted within two hours of completion of the examination. The grievances are then forwarded to the respective Head of the Department and she would seek the opinion/comments of the subject teacher. The Head of the Department will give his/her comments on the teacher's response to the grievances. Where the HOD is not available for any reason, the next senior teacher of the department would take up this responsibility.

Semester Examinations Arrears

Students, who fail in any course(s) in the Semester Examinations, can appear for the course(s) in the subsequent Semester Examinations. However candidates who have arrears in practical shall be permitted to take their arrear practical examination only along with the regular practical examination in the next respective year.

7. Non – Submission of Project / Dissertation

All postgraduate students will submit their Project Reports at the end of the final semester, as part of their curriculum requirements. For any reason, if a student is not able to submit her project report, she can appear for the viva-voce at the end of the subsequent academic year.

8. Valuation of Answer Scripts of Semester Examinations.

Central Valuation of answer scripts is followed. For all UG and PG programmes, there will be only one valuation done by a Board of External Examiners.

9. Revaluation /Retotalling/Transparency for the Semester Examinations (UG and PG)

Revaluation/Retotalling/Transparency is allowed for UG / PG programmes as per the BDU guidelines. A candidate can apply for revaluation for any number of theory courses of the current semester. Students should apply for Revaluation/Retotalling/Transparency in the prescribed form available in the Controller's Office through the HOD and Principal within 7 days of the publication of the results. Those candidates who have failed but secured more than 50% of the passing minimum can apply for revaluation with or without getting the transparency of the answer scripts. Those candidates who have passed the external examination and those candidates, who have failed in the external examination but secured less than 50% of the passing minimum in it, can apply for revaluation provided they get the transparency of the answer scripts and the recommendation of the HOD based on her evaluation of the transparency.

10. Instant Examinations:

The College will conduct Supplementary Examinations for the outgoing students immediately after the results of the even semester examinations are published. This will enable the outgoing students who need to have credit from one or two courses of the final semester to get their degree without delay.

- The final year UG / PG students must have cleared all the papers in all the previous semester examinations.
- Students should not have more than two arrears in the final semester.

- Students who wish to write the Supplementary Examinations will have to apply to the Controller's Office within 15 days of the publication of the results.

11. Thatkal System

Students who urgently need Mark statement, Consolidated Mark statement and Transcript to pursue higher studies (or) to apply for jobs can avail thatkal system and can get the required certificates within 24 hours.

12. University Ranking Examination (URE)

- Bharathidasan University conducts University Ranking Examination (URE) for the toppers in every subject. First Rankers of all Autonomous colleges and the top 20 rank holders of the non-autonomous colleges (having passed their examinations in the first appearance within the prescribed duration of the programme; absence from an Examination shall not be taken as an attempt) are eligible to appear for URE.
- The top scorers in this University Rank Examination would be declared as University Rank Holders, irrespective of their grades in their respective Semester Examinations.

13. Disciplinary Action for Malpractice

Malpractice by students during the Internal Tests and Semester Examinations will be viewed seriously. All reported cases of malpractice during Internal Tests, Semester Examinations in Theory and Practical's, Project Viva-Voce, Field Work, Internship etc. will be referred to the Principal. The Committee will enquire the candidate in the presence of her parent/s and take an appropriate decision regarding the punishment to the candidate. The decision taken by the Committee will be final and binding. Students, found guilty of malpractice, will be debarred from writing three consecutive years of Semester Examinations.

14. Time Ceiling for Completion of Degree

The university permits UG and PG students to complete their course within two years from the completion of the programme. In exceptional circumstances, a further extension of one more year may be granted. The exceptional circumstances are spelt out clearly by the relevant statutory body of the college.

15. Postponement of Examination

Any unexpected holiday declared by the Government or by any Local Authority after the publication of the examination time-table will not affect the Examination schedule unless otherwise specially notified by the College. Announcements regarding the postponement of Examinations due to unexpected events will be made through SMS (SOFTWARE) & Website.