

REGULATION - I
AY: 2015 - 16 to 2016 - 17

EXAMINATION MANUAL



Dr. N.G.P.ARTS AND SCIENCE COLLEGE

(An Institution of Kovai Medical Center Research & Educational Trust)

(An Autonomous Institution – Affiliated to Bharathiar University, Coimbatore)

Accredited by NAAC, included under 2(f) & 12B of UGC Act, 1956

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Dr. N.G.P. Arts and Science College (Autonomous)
(An Institution of Kovai Medical Center Research & Educational Trust)
Affiliated to Bharathiar University, Coimbatore & Accredited by NAAC with 'A' Grade
Dr. N.G.P – Kalapatti Road, Coimbatore – 641 048

REGULATIONS FOR UNDERGRADUATE DEGREE COURSES
IN SCIENCES, HUMANITIES, SOCIAL SCIENCES AND COMMERCE
CBCS PATTERN with effect from 2015-2016 onwards

Definitions :

Programme : “Programme” means a course of study leading to the award of a degree in a discipline.

- Course** : “Course” refers to a subject offered under the degree Programme.
- Part I** - Tamil / Other languages - means “Tamil/other languages” offered under Part I of the Programme.
- Part II** - English - means “English” language offered under Part II of the Programme.
- Part III** - Means “the core courses” related to the Programme concerned including (Core Courses) Practical’s offered under Part III of the Programme.
- Part III** - Also includes “Allied courses” offered under part-III of the Programme, which is (Allied Courses) in nature but related to the Programme concerned.
- Part III** - Also includes “Elective courses” related to the core courses of the Programme concerned. (Elective Courses) offered under Part III of the Programme.
- Part IV** Means basic orientation in Tamil language offered under Part IV (i) of the Programme.
- (i) Tamil Programme (as name of the course) for those students who have not studied Tamil up to 12th standard.
- (ii) Advance Tamil - means, Advanced level Tamil offered under Part IV of the programme to students who have studied Tamil language upto 12th standard and chosen other languages under part I of the programme but would like to advance their Tamil language skills.
- (iii) Non-Major - means elective subjects offered under Part IV (iii) option is being given not Electives concerned with major but are to be selected by students who have not opted for (either) Advance Tamil or Tamil (as mandated).
- (iv) “Skill-based - means the courses offered as skill-based courses under Part IV (iv) of the Courses” Programme aimed at imparting Advanced Skill
- (v) “Foundation - Means courses such as :

- 1) Environmental Studies (1st year)
- 2) Value Education - Human Rights / Yoga for Human Excellence /Women's Rights / Constitution of India (1st & 2nd year) offered under Part IV of the Programme.

(vi) Extra Departmental Course : The Course offered by each department in the Third and Fourth semester offered under Part IV of the Programme, a any student studying any programme can do this course except the courses offered by his/her concern Department .

“Extension - means all those activities under NSS/NCC/Sports/YRC Programme and other Activities” Co-curricular and extracurricular activities offered under part V of the Programme.

Part V

A detailed explanation of the above with relevant credits are given under “ Under Graduate Degree Scheme of Examination along with Distribution of Marks and Credits”

Duration: Indicates the stipulated years of study to complete a Programme as prescribed by the College from time to time. Currently for the undergraduate Programme the duration of study is THREE years. These regulations shall apply to the regular course of study in approved institutions of the College.

Credits: Shows the weight age given to each course of study (subject) by the experts of the Board of Studies concerned.

Credit System: Indicates the course of study under this regulation, where weightage of credits are spread over to different semesters during the period of study and the Cumulative Grade Point . Average shall be awarded based on the credits earned by the students. A total of 140 Credits are prescribed for the Undergraduate Programme (Three years)

Choice Based: All Undergraduate Programmes offered by the college shall be under Choice Based Credit System (CBCS).

Project: If the project course is offered by the department, each student admitted to the Programme of study shall take up a project work in lieu of one Elective/Core course. The report of the study should be submitted at the end of course of study certified by the supervisor and duly forwarded by the Head of the Department/Principal of the College. The Head of the department of the concerned programme shall assign a project supervisor, who in turn shall assign the topic and monitor the project work of the student.

Internship: Internship is a specialized field training programme required to be attached to an industry as in house internee for a period prescribed by the Board of study concerned. At the end of the training Programme, each student should submit a “Internship Report” for End semester examinations.

1. Eligibility for Admission to the Course

Candidate for admission to the first year of the UG degree Programme shall be required to **have passed the Higher Secondary examination** (Academic or Vocational) conducted by the Govt. of Tamil Nadu in the relevant subjects or other examinations accepted as equivalent thereto by the Syndicate of Bharathiar University.

2. Duration of the Course

The course shall extend over a period of three years comprising of six semesters with two semesters in one academic year. There shall not be less than 90 working days for each semester. Examination shall be conducted at the end of every semester for the respective subjects.

3. Course of Study

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

a) Part – I

Tamil or any one of the following modern/classical languages i.e. Telugu, Kannada, Malayalam, Hindi, Sanskrit, French, German, Arabic & Urdu. The subject shall be offered during the **first four semesters** with one examination at the end of each semester (4 courses – 16 credits). For Para professional branches it shall be offered in the **first two semesters** with one examination at the end of each semester (2 courses – 8 credits).

b) Part – II : English

The subject shall be offered during the **first four semesters** with one examination at the end of each semester (4 courses – 16 credits). For Para-professional programmes, there shall be only two papers for the **first two semesters** with one examination at the end of each semester (2 courses – 8 credits). During second semester, **part II English** shall be offered as **communication skills**.

Part – III : Core subject

As prescribed in the Scheme of Examinations. Examination shall be conducted for the core subjects at the end of every semester. For the programmes with 4 semester languages : 14 to 18 core courses with 54 credits are to be offered. For the programmes with 2 semester languages : 18 to 21 core courses with 70 credits are to be offered.

Allied Subjects

As prescribed in the Scheme of Examination, 4 to 6 subjects in I, II, III and IV semester for a total of 16 credits are to be offered.

Electives courses

Three elective courses with 12 credits are to be offered one in the V semester and two in the VI Semester. Elective subjects are to be selected from the list of electives prescribed by the Board of Studies concerned.

Part – IV

- 1(a) Those who have not studied Tamil upto X std / XII std and taken a non-Tamil language under Part-I shall take Tamil comprising of two courses with 2 credits each (4 credits). The course content of which shall be equivalent to that prescribed for the 6th standard by the Board of Secondary Education and they shall be offered in the **third and fourth semesters. There shall be no external examinations and the students shall be assured as per the Scheme of Continuous Internal Assessment (CIA) for the total marks prescribed.** (OR)
- (b) Those who have studied Tamil upto XII std and taken a non-Tamil language under Part-I shall take Advanced Tamil comprising of two courses with 2 credits each (4 credits) in the **third and fourth semesters.** (OR)
- (c) Others who do not come under the above a+b categories can choose the following non-major electives comprising of two courses with 2 credits each (4 credits) in the **third and fourth semesters.**
 - 1). Yoga for Human Excellence / Women's Rights / Constitution of India (**III semester.**)
 - 2). General Awareness (**IV semester.**)

2. Skill Based Subjects:

All the UG programmes shall offer of four courses of **skill based subjects one each** in III, IV, V& VI semester with 3 credits each (12 credits) for which examination shall be conducted at the end of the respective semesters.

3. Environmental Studies

All the UG programmes shall offer a course in Environmental Studies subjects and it shall be offered in the **first semester.** Examination shall be conducted at the end of the semester (one course with 2 credits).

4. Value Education :

All the UG programmes shall offer a course in “Value Education – Human Rights” subjects and it shall be offered in the **second semester**. Examination shall be conducted at the end of the semester (one course with 2 credits).

The assessment for the category in Part – IV 1 (b) & (c) and 3, 4 subjects shall be through external examination for the total marks prescribed. There shall be no continuous internal assessment (CIA).

5. Extra Departmental Course offered by Respective Department

Condition: Any student studying any programme can do course except the course offered by his/her concern Department. All the UG programmes shall offer of Two courses of **Extra departmental one each** in III, IV semester with 2 credits each (4 credits) for which examination shall be conducted at the end of the respective semesters. There shall be no continuous internal assessment (CIA).

Part V: Extension Activities

Every student shall participate compulsorily for period of not less than two years (4 semesters) in any one of the following programmes in VI semester with 2 credits.

NSS, NCC, Sports, YRC

Other Extracurricular activities.

The student’s performance shall be examined by the staff in-charge of extension activities along with the Head of the respective department and a senior member of the Department on the following parameters. The marks shall be sent to the Controller of Examinations before the commencement of the final semester examinations.

- (i) 20% of marks for Regularity of attendance
- (ii) 60% of marks for Active Participation in classes/camps/games/special Camps / programmes in the college/ District/ State/ University activities.
- (iii) 10% of marks for Exemplary awards/Certificates/Prizes.
- (iv) 10% of marks for Other Social components such as Blood Donations, Fine Arts, etc.

The above 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.

A-Exemplary - 80 and above

B-very good - 70-79

C-good - 60-69

D-fair - 50-59

E-Satisfactory - 40-49

This grading shall be incorporated in the mark sheet to be issued at the end of the semester. (Handicapped students who are unable to participate in any of the above activities shall be required to take a test in the theoretical aspects of any one of the above fields and be graded and certified accordingly).

4. Requirement to appear for the examinations

- a) candidate shall be permitted to appear for the End Semester examinations for any semester (practical/theory) if
- i) He/she secures **not less than 75%** of attendance in the number of working days during the semester.
 - ii) He/she earns a progress certificate from the Head of the institution, of having satisfactorily completed the course of study prescribed in the scheme of examinations for that semester as required by these regulations, and
 - iii) His/her conduct has been satisfactory.

Provided that it shall be open to the Academic council, or any authority delegated with such powers by the Academic council , to grant exemption to a candidate who has failed to earn 75% of the attendance prescribed, for valid reasons, subject to usual conditions and the **Ordinance No.1 of 1990 of the University.**

- b) A candidate who has secured **less than 65% but 55%** and above attendance in any semester has to compensate the shortage in attendance in the subsequent semester besides earning the required percentage of attendance in that semester and appear for both semester papers together at the end of the later semester.
- c) A candidate who has secured **less than 55%** of attendance in any semester shall not be permitted to appear for the regular examinations and to continue the study in the subsequent semester. He/she has to rejoin the semester in which the attendance is less than 55%.
- d) A candidate who has secured **less than 65%** of attendance in the final semester has to compensate his/her attendance shortage in a manner as decided by the concerned Head of the department after rejoining the same course.

5. Scheme of examination (As given in the annexure)

6. Restrictions to appear for the examinations

- a) Any candidate having arrear paper(s) shall have the option to appear in any arrear paper along with the regular semester papers.
- b) “Candidates who fail in any of the course of Part I, II, III, IV & V of UG degree examinations shall complete the course concerned **within 5 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 of removal of that course consequent to change of regulation and / or curriculum after 5 year period, the candidates shall have to take up an equivalent course in the revised syllabus as suggested by the BOS Chairman and fulfill the requirements as per the regulation curriculum for the award of the degree.

7. Medium of Instruction and examinations

The medium of instruction and examinations for the courses of Part I, II & IV shall be the language concerned. For part III courses other than modern languages, the medium of instruction shall be either Tamil or English and the medium of examinations is English/Tamil irrespective of the medium of instructions. For modern languages, the medium of instruction and examination shall be the language concerned.

8. 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.

9. Passing Minimum

- a) A candidate who secures **not less than 40% in the external** Examination and 40% marks in the external examination and continuous internal assessment put together in any course of Part I, II, III & IV shall be declared to have passed the examination in the subject (theory or Practical).

b) A candidate who secures not less than 40% of the total marks prescribed for the subject under part IV degree programme irrespective of whether the performance is assessed at the end semester examination or by continuous internal assessment shall be declared to have passed in that subject.

c) A candidate who passes the examination in all the courses of Part I, II, III, IV & V shall be declared to have passed, the whole examination.

10. Distribution

Table – 1(A): The following are the distribution of marks for external and internal for END SEMSTER (external) examination and continuous internal assessment and passing minimum marks for theory papers of UG programmes.

TOTAL MARKS	EXTERNAL		INTERNAL Max. marks	Overall Passing Minimum for total marks (Internal + External)
	Max. marks	Passing Minimum for external alone		
100	75	30	25	40
75	55	22	20	30
60	45	18	15	24
50	40	16	10	20

Table – 1(B): The following are the Distribution of marks for the continuous internal assessment in the theory papers of UG programmes.

S.No	For Theory - UG courses	Distribution of Marks			
1	TESTS I (2 hours)	5	4	3	2
2	TESTS II (2 hours)	5	4	3	2
3	End semester Model test (3 hours)	10	8	6	4
4	Assignments – 2 Nos.	5	4	3	2
	TOTAL MARKS	25	20	15	10

Table – 2(A): The following are the distribution of marks for external examinations and continuous internal assessments and passing minimum marks for the practical courses of UG programmes

TOTAL MARKS	EXTERNAL		INTERNAL Max. marks	Overall Passing Minimum for total marks (Internal + External)
	Max. marks	Passing Minimum for external alone		
100	60	24	40	40
75	45	18	30	30
60	35	14	25	24
50	30	12	20	20
40	25	10	15	15
25	15	6	10	10

Table – 2(B): The following are the distribution of marks for the continuous Internal assessment in UG practical courses

S.No	For - UG Practical courses	Distribution of Marks					
1	Minimum 10 experiments to be conducted/practical paper/semester	20	15	10	8	5	4
2	Tests : Two tests out of which one shall be during the mid semester and the other to be conducted as model test at the end of the semester.)	16	10	10	8	6	6
3	Observation Note Book	4	5	5	4	4	-
	TOTAL MARKS	40	30	25	20	15	10

Table – 2(C): The following are the distribution of marks for the continuous External assessment in UG practical courses

S.no	For - UG Practical Courses	Distribution of Marks					
1	Experiment-I	25	15	10	10	10	5
2	Experiment-II	25	15	10	10	10	5
3	Record	5	10	10	5	5	5
4	Viva-Voce	5	5	5	5	-	-
	TOTAL MARKS	60	45	35	30	25	15

Table – 3(A): The following are the distribution of marks for Project and Viva voce examinations/Industrial Training and continuous internal assessments and passing minimum marks for the project courses//Industrial Training of UG programmes

TOTAL MARKS	EXTERNAL		INTERNAL Max. marks	Overall Passing Minimum for total marks (Internal + External)
	Max.marks	Passing Minimum for external alone		
75	50	20	25	30
100	60	24	40	40

Table – 3(B): The following are the distribution of marks for the continuous Internal assessment in UG Project//Industrial Training courses.

S.No	For - UG Project courses//Industrial Training	Distribution of Marks	
1	Review-I	5	10
2	Review-II	5	10
3	Review-III	5	10
4	Document, Preparation and Implementation	10	10
	TOTAL MARKS	25	40

Table – 3(C): The following are the distribution of marks for the External Examination in UG Project / /Industrial Training courses

S.No	For - UG Project //Industrial Training courses	Distribution of Marks	
1	Record Work and Presentation	35	40
2	Viva-Voce	15	20
	TOTAL MARKS	50	60

4. The following courses shall have only semester – End Semester Examinations (ESE) and no Continuous Internal Assessment.

S.No	Subject	Total Marks
1	Environmental Studies	50
2	Value Education – Human Rights	50
3	Non – Major Electives - 3rd semester	50
4	Non – Major Electives - 4rd semester	50
5	Extra Departmental Course -I	50
6	Extra Departmental Course -II	50
	Total	300

5. However, for those students who select “Tamil” under Part IV, the examinations shall be only on a Continuous Internal Assessment (CIA) as furnished in the syllabus. The marks shall be furnished to the COE

11. Grading:

Once the marks of the CIA and end-semester examinations for each of the course are available, they shall be added. The mark thus obtained shall then be converted to the relevant letter grade, grade point as per the details given below: Conversion of Marks to Grade Points and Letter Grade (Performance in a Course/Paper)

RANGE OF MARKS	GRADE POINTS	LETTER GRADE	DESCRIPTION
90-100	9.0-10.0	O	Outstanding
80-89	8.0-8.9	D+	Excellent
75-79	7.5-7.9	D	Distinction
70-74	7.0-7.4	A+	Very Good
60-69	6.0-6.9	A	Good
50-59	5.0-5.9	B	Average
40-49	4.0-4.9	C	Satisfactory
00-39	0.0	U	Re-appear
ABSENT	0.0	AAA	ABSENT

C_i = Credits earned for course i in any semester

G_i = Grade Point obtained for course i in any semester

n = refers to the semester in which such course were credited

Grade point average (for a Semester):

Calculation of grade point average semester-wise and part-wise is as follows:

$$\text{GRADE POINT AVERAGE [GPA]} = \frac{\sum_i C_i G_i}{\sum_i C_i}$$

Sum of the multiplication of grade points by the credits of the courses
offered under each part

$$\text{GPA} = \frac{\text{-----}}{\text{Sum of the credits of the courses under each part in a semester}}$$

Calculation of Grade Point Average (CGPA) (for the entire programme):

A candidate who has passed all the examinations under different parts (Part-I to V) is eligible for the following part wise computed final grades based on the range of CGPA.

$$\text{CUMULATIVE GRADE POINT AVERAGE [CGPA]} = \frac{\sum_n \sum_i C_{ni} G_{ni}}{\sum_n \sum_i C_{ni}}$$

Sum of the multiplication of grade points by the credits of the entire programme
under each part

CGPA = -----

Sum of the credits of the courses of the entire programme under each part

CGPA	GRADE
9.5 – 10.0	O+
9.0 and above but below 9.5	O
8.5 and above but below 9.0	D++
8.0 and above but below 8.5	D+
7.5 and above but below 8.0	D
7.0 and above but below 7.5	A++
6.5 and above but below 7.0	A+
6.0 and above but below 6.5	A
5.5 and above but below 6.0	B+
5.0 and above but below 5.5	B
4.5 and above but below 5.0	C+
4.0 and above but below 4.5	C
0.0 and above but below 4.0	U

12. Improvement of Marks in the subjects already passed

Candidates desirous of improving the marks awarded in a passed subject in their first attempt shall reappear once within a period of subsequent two semesters. The improved marks shall be considered for classification but not for ranking. When there is no improvement, there shall not be any change in the original marks already awarded.

13. Classification of Successful candidates

A candidate who passes all the examinations in Part I to Part V securing following CGPA and Grades shall be declared as follows for Part I or Part II or Part III:

CGPA	GRADE	CLASSIFICATION OF FINAL RESULT
9.5 – 10.0	O+	First Class – Exemplary *
9.0 and above but below 9.5	O	
8.5 and above but below 9.0	D++	First Class with Distinction*
8.0 and above but below 8.5	D+	
7.5 and above but below 8.0	D	
7.0 and above but below 7.5	A++	First Class

CGPA	GRADE	CLASSIFICATION OF FINAL RESULT
6.5 and above but below 7.0	A+	
6.0 and above but below 6.5	A	
5.5 and above but below 6.0	B+	Second Class
5.0 and above but below 5.5	B	
4.5 and above but below 5.0	C+	Third Class
4.0 and above but below 4.5	C	

- a. A candidate who has passed all the Part-III subjects examination in the first appearance within the prescribed duration of the UG programmes and secured a CGPA of 9 to 10 and equivalent grades “O” or “O+” in part III comprising Core, Electives and Allied subjects shall be placed in the category of “First Class – Exemplary”.
- b. A candidate who has passed all the Part-III subjects examination in the first appearance within the prescribed duration of the UG programmes and secured a CGPA of 7.5 to 9 and equivalent grades “D” or “D+” or “D++” in part III comprising Core, Electives and Allied subjects shall be placed in the category of “First Class with Distinction”.
- c. A candidate who has passed all the Part-I or Part-II or Part-III subjects examination of the UG programmes and secured a CGPA of 6 to 7.5 and equivalent grades “A” or “A+” or “A++” shall be declared to have passed that parts in “First Class”.
- d. A candidate who has passed all the Part-I or Part-II or Part-III subjects examination of the UG programmes and secured a CGPA of 5.5 to 6 and equivalent grades “B” or “B+” shall be declared to have passed that parts in “Second Class”.
- e. A candidate who has passed all the Part-I or Part-II or Part-III subjects examination of the UG programmes and secured a CGPA of 4.5 to 5 and equivalent grades “C” or “C+” shall be declared to have passed that parts in “Third Class”.
- f. There shall be no classifications of final results, therefore, award of class for Part IV and Part V, however, those parts shall be awarded with final grades in the end semester statements of marks and in the consolidated statement of marks.

14. Conferment of the Degree:

- i. No candidate shall be eligible for conferment of the Degree unless he / she has undergone the prescribed course of study for a period of not less than six semesters in an institution approved by/affiliated to the University or has been exempted from in

the manner prescribed and has passed the examinations as have been prescribed there for.

- ii. Has completed all the components prescribed under Parts I to Part V in the CBCS pattern to earn 140 credits.
- iii. Has successfully completed the prescribed Field Work/ Institutional Training as evidenced by certificate issued by the Principal of the College.

15. Ranking:

A candidate who qualifies for the UG degree course passing all the examinations in the first attempt, within the minimum period prescribed for the course of study from the date of admission to the course and secures I or II class shall be eligible for ranking and such ranking shall be confined to 10 % of the total number of candidates qualified in that particular branch of study, subject to a maximum of 10 ranks. The improved marks shall not be taken into consideration for ranking.

16. A. Question Paper Pattern

Time: 3 Hour Max marks: 75

SECTION – A (10×1=10)

Answer ALL questions

Each Question carries One Mark (NO CHOICE)

- Five Multiple Choice Questions
- Five fill- up the Blanks Questions

SECTION – B (5×5=25)

Answer ALL questions

Each question carries FIVE Marks (INTERNAL CHOICE)

SECTION – C (5×8=40)

Answerer ALL questions

Each question carries EIGHT Marks (INTERNAL CHOICE)

B. Question Paper Pattern – Skill based subject

Time: 3 Hour Max marks: 55

SECTION – A (10×1=10)

Answer ALL questions

Each Question carries One Mark (NO CHOICE)

- Five Multiple Choice Questions
- Five fill- up the Blanks Questions

SECTION – B (5×3=15)

Answer ALL questions

Each question carries THREE Marks (INTERNAL CHOICE)

SECTION – C (5×6=30)

Answerer ALL questions

Each question carries EIGHT Marks (INTERNAL CHOICE)

C. Question Paper Pattern – Extra Departmental Course

Time: 3 Hour Max marks: 50

SECTION – A (10×1=10)

Answer ALL questions

Each Question carries One Mark (NO CHOICE)

- Five Multiple Choice Questions
- Five fill- up the Blanks Questions

SECTION – B (5×3=15)

Answer ALL questions

Each question carries THREE Marks (INTERNAL CHOICE)

SECTION – C (5×5=25)

Answerer ALL questions

Each question carries EIGHT Marks (INTERNAL CHOICE)

NOTE: The questions should be numbered continuously running through the Sections A, B and C. Questions should be evenly distributed among the unit in the syllabus in all the sections of the question paper. While framing questions with internal choice the questions must be identified as (a) or (b).(e.g. 11. a or b). Further, the internal choice must be from the same unit. The Controller of the Examinations shall arrange for the setting of question papers on the basis the syllabus and the pattern of question paper duly certified by the Chairpersons of the respective Board of Studies.

17. Syllabus

The syllabus for various courses shall be clearly demarcated into five viable units in each paper/subject.

18. 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 of their approval. The Board of studies may revise /amend/ change the Regulations and Scheme of Examinations, if found necessary.

19. Transitory Provision

Candidates who have undergone the Course of Study prior to the Academic Year 2015-2016 shall be permitted to take the Examinations under those Regulations for a period of four years i.e. upto and inclusive of the Examination of April 2020 thereafter they shall be permitted to take the Examination only under the Regulations in force at that time.

Summary:**CBCS FOR UNDER GRADUATE PROGRAMMES WITH LANGUAGE FOR FOUR SEMESTERS**

Study of components	No. of subjects	Credit per subjects #	Total credits	marks	Total marks
Part-I Tamil/other languages	2+2=4	4	16	100	400
Part-II English	2+2+=4	4	16	100	400
Part-III					
Core subjects	14-18	2/3/4	54	50/75/100	1350
Allied subjects	4 - 6	2/3/4	16	50/75/100	400
Electives	3	4	12	100	300
Part-IV 1.(a) Those who have not studied Tamil up to XII std and taken a non-Tamil language under part-I shall take basic Tamil comprising of two courses(level will be at 6 th std) (b) Those who have studied Tamil up to XII std and taken a non –Tamil language under part-I shall take Advance Tamil comprising of two courses. (c) others who do not come under a + b can choose non-major elective comprising of two courses.	4	2	8	50	200
2. Skill based subjects	4	3	12	75	300
IV : EDC (Extra Departmental Course)	2	2	4	50	100
Part V Extension activities	1	2	2	50	50
		Total	140		3500

CBCS FOR UNDER GRADUATE PROGRAMMES WITH LANGUAGE FOR TWO SEMESTERS

Study of components	No. of subjects	Credit per subjects #	Total credits	marks	Total marks
Part-I Tamil/other languages	2	4	8	100	200
Part-II English	2	4	8	100	200
Part-III					
Core subjects	18-21	2/3/4	70	50/75/100	1750
Allied subjects	4 - 6	2/3/4	16	50/75/100	400
Electives	3	4	12	100	300
Part-IV 1.(a) Those who have not studied Tamil up to XII std and taken a non-Tamil language under part-I shall take basic Tamil comprising of two courses(level will be at 6 th std) (b) Those who have studied Tamil up to XII std and taken a non –Tamil language under part-I shall take Advance Tamil comprising of two courses. (c) others who do not come under a + b can choose non-major elective comprising of two courses.	4	2	8	50	200
2. Skill based subjects	4	3	12	75	300
IV : EDC(Extra Departmental Course)	2	2	4	50	100
Part V Extension activities	1	2	2	50	50
		Total	140		3500



Dr. N.G.P. Arts and Science College (*Autonomous*)

(An Institution of Kovai Medical Center Research & Educational Trust)
Affiliated to Bharathiar University, Coimbatore & Accredited by NAAC with 'A' Grade
Dr. N.G.P – Kalapatti Road, Coimbatore – 641 048

REGULATIONS FOR POSTGRADUATE DEGREE COURSES

In CBCS pattern with effect from 2015-2016 Onwards

Definition:

Programme - “Programme” is a course of study leading to the award of a degree in a discipline.

Course - “Course” refers to a subject offered under the degree programme.

Core Papers-“Core Papers” are “the core courses” related to the programme concerned including practicals and project work offered under the programme.

Electives “Electives” are the courses offered under the programme related to the major or non major but are to be selected by the students. A detailed explanation of the above with relevant credits are given under “Scheme of Examinations along with Distribution of Marks and Credits”

1. Eligibility for Admission to the Course

A candidate who has passed the Degree Examination as main subject of study of this University or an examination of some other University accepted by the Syndicate as equivalent thereto shall be eligible for admission to the Master Degree of this College.

2. Duration of the Course

This Course of Study shall be based on Semester System. This Course shall consist of four Semesters covering a total of two Academic Years. For this purpose, each academic year shall be divided into two Semesters; the first and third Semesters; July to November and the second and the fourth Semesters; December to April. The Practical Examinations shall be conducted at the end of odd/even Semester. Each semester have 90 working days consists of 5 teaching hours per working day. Thus, each semester has 450 teaching hours and the whole programme has **1800 teaching hours**.

3. Course of Study

The Course of the Degree of Master of Science/Arts/Commerce shall be under the Semester System according to the Syllabus to be prescribed from time to time. This Course consists of Core Subjects and Elective Subjects.

4. Scheme of Examinations

(As given in the respective Board.)

5. Requirement to appear for the Examinations

- a) A candidate will be permitted to take the End Semester Examination for any Semester, if he/she secures not less than 75% of attendance out of the 90 instructional days during the Semester.
- b) A candidate who has secured attendance less than 75% but 65% and above shall be permitted to take the Examination on the recommendation of the Head of the Institution to condone the lack of attendance as well as on the payment of the prescribed fee to the College.
- c) A candidate who has secured attendance less than 65% but 55% and above in any Semester, has to compensate the shortage of attendance in the subsequent Semester besides, earning the required percentage of attendance in that Semester and take the Examination of both the Semester papers together at the end of the latter Semester.
- d) A candidate who has secured less than 55% of attendance in any Semester will not be permitted to take the regular Examinations and to continue the study in the subsequent Semester. He/she has to re-do the Course by rejoining the Semester in which the attendance is less than 55%.
- e) A candidate who has secured less than 65% of attendance in the final Semester has to compensate his / her attendance shortage in a manner to be decided by the Head of the Department concerned after rejoining the Course.

6. Restriction to take the Examinations

- a) Any candidate having arrear paper(s) shall have the option to take the Examinations in any arrear paper(s) along with the subsequent regular Semester papers.
- b) Candidates who fail in any of the papers shall pass the paper(s) concerned within 5 years from the date of admission to the said programme. If they fail to do so, they shall take the Examination in the revised Text / Syllabus, if any, prescribed for the immediate next batch of

candidates. If there is no change in the Text / Syllabus they shall take the Examination in that paper with the Syllabus in vogue, until there is a change in the Text or Syllabus.

In the event of removal of that paper consequent to the change of Regulations and / or Curriculum after a period of 5 years, the candidates shall have to take up on equivalent paper in the revised syllabus as suggested by the Chairman and fulfill the requirements as per Regulations/Curriculum for the award of the Degree.

7. The Medium of Instruction and Examinations

The medium of instruction and Examinations shall be in English, except languages. However, as per directives of the government, if the candidates answer in Tamil, their answer scripts will also be evaluated.

8. Submission of Record Notebooks for Practical Examinations

Candidates taking the Practical Examinations should submit bonafide Record Note Books prescribed for the Practical Examinations. Otherwise the candidates will not be permitted to take the Practical Examinations.

9. The Minimum (Pass) Marks

A candidate shall be declared to have passed in a paper if a student obtains not less than 50% of marks in that paper. A candidate shall be declared to have passed the whole Examination if the student passes in all the papers.

10. Distribution of marks

Table – 1(A): The following are the distribution of marks for external and internal for theory papers of PG courses.

TOTAL MARKS	EXTERNAL		INTERNAL Max. marks	Overall Passing Minimum for total marks (Internal + External)
	Max. Marks	Passing Minimum for external alone		
100	75	38	25	50
75	55	28	20	38
60	45	23	15	30
50	40	20	10	25

Table – 1(B): The following are the Distribution of **Internal marks** for theory papers of PGcourses.

S.No	For Theory - PG courses	Distribution of Marks			
		1	TESTS I (2 hours)	3	3
2	TESTS II (2 hours)	3	3	2	2
3	End semester Modal test (3 hours)	10	8	5	4
4	Assignments – 2 Nos.	4	3	3	1
5	Seminar	5	3	3	1
	TOTAL MARKS	25	20	15	10

Table – 2(A): The following are the distribution of marks for external and internal for **practical papers** of PG courses

TOTAL MARKS	EXTERNAL		INTERNAL Max. marks	Overall Passing Minimum for total marks (Internal + External)
	Max. marks	Passing Minimum for external alone		
200	120	60	80	100
100	60	30	40	50
75	45	23	30	38
60	35	18	25	30
50	30	15	20	25
40	25	13	15	20
25	15	8	10	13

Table – 2(B): The following are the distribution of **Internal marks** for PG practical papers

S.No	For - PG practical courses	Distribution of Marks						
		1	Minimum 10 experiments to be conducted/practical paper/semester	40	20	15	10	8
2	Tests : Two tests out of which one shall be during the mid semester and the other to be conducted as modeltest at the end of the semester.)	32	16	10	10	8	6	6
3	Observation Note Book	8	4	5	5	4	4	-
	TOTAL MARKS	80	40	30	25	20	15	10

Table – 2(C): The following are the distribution of **External marks** for PG practical papers

S.No	For - PG practical courses	Distribution of Marks						
		1	Experiment-I	50	25	15	10	10
2	Experiment-I	50	25	15	10	10	10	5
3	Record	10	5	10	10	5	5	5
4	Viva-Voce	10	5	5	5	5	-	-
	TOTAL MARKS	120	60	45	35	30	25	15

Table – 3(A): The following are the distribution of marks for Project and Viva voce examinations and continuous internal assessments and passing minimum marks for the project /Industrial Training courses of PG programmes

TOTAL MARKS	EXTERNAL		INTERNAL Max. marks	Overall Passing Minimum for total marks (Internal + External)
	Max. marks	Passing Minimum for external alone		
50	-	-	50	25
100	60	30	40	50
150	90	45	60	75
200	120	60	80	100
250	150	75	100	125

Table – 3(B): The following are the distribution of marks for the continuous Internal assessment in PG Project//Industrial Training courses

S.no	For - PG Project courses	Distribution of Marks				
		1	Review-I	10	10	15
2	Review-II	10	10	15	20	25
3	Review-III	10	10	15	20	25
4	Document, Preparation and Implementation	10	20	15	20	25
	TOTAL MARKS	40	50	60	80	100

Table – 3(C): The following are the distribution of marks for the External Examination in PG Project/Industrial Training courses.

S.no	For - PG Project courses	Distribution of Marks			
		1	Record Work and Presentation	40	60
2	Viva-Voce	20	30	40	50
	TOTAL MARKS	60	90	120	150

11. Grading:

Once the marks of the CIA and end-semester examinations for each of the course are available, they will be added. The mark thus obtained will then be graded as per details given below:

Marks and Grades:

The following table gives the marks grade points, letter grades and classification to indicate the performance of the candidate.

Conversion of Marks to Grade Points and Letter Grade (Performance in a Course/Paper)

RANGE OF MARKS	GRADE POINTS	LETTER GRADE	DESCRIPTION
90-100	9.0-10.0	O	Outstanding
80-89	8.0-8.9	D+	Excellent
75-79	7.5-7.9	D	Distinction
70-74	7.0-7.4	A+	Very Good
60-69	6.0-6.9	A	Good
50-59	5.0-5.9	B	Average
40-49	4.0-4.9	C	Satisfactory
00-39	0.0	U	Re-appear
ABSENT	0.0	AAA	ABSENT

C_i = Credits earned for course i in any semester

G_i = Grade Point obtained for course i in any semester

n = refers to the semester in which such course were credited

For a Semester:

$$\text{GRADE POINT AVERAGE [GPA]} = \frac{\sum_i C_i G_i}{\sum_i C_i}$$

$$\text{GPA} = \frac{\text{Sum of the multiplication of grade points by the credits of the courses}}{\text{Sum of the credits of the courses in a semester}}$$

For the entire programme:

$$\text{CUMULATIVE GRADE POINT AVERAGE [CGPA]} = \frac{\sum_n \sum_i C_{ni} G_{ni}}{\sum_n \sum_i C_{ni}}$$

$$\text{CGPA} = \frac{\text{Sum of the multiplication of grade points by the credits of the entire programme}}{\text{Sum of the credits of the courses of the entire programme}}$$

CGPA	GRADE	CLASSIFICATION OF FINAL RESULT
9.5 – 10.0	O+	First Class – Exemplary *
9.0 and above but below 9.5	O	
8.5 and above but below 9.0	D++	First Class with Distinction*
8.0 and above but below 8.5	D+	
7.5 and above but below 8.0	D	
7.0 and above but below 7.5	A++	First Class
6.5 and above but below 7.0	A+	
6.0 and above but below 6.5	A	
5.5 and above but below 6.0	B+	Second Class
5.0 and above but below 5.5	B	
0.0 and above but below 5.0	U	Re-appear

12. Improvement of Marks in the subjects already passed

Candidates desirous of improving the marks awarded in a passed subject in their first attempt shall reappear once within a period of subsequent two semesters. The improved marks shall be considered for classification but not for ranking. When there is no improvement, there shall not be any change in the original marks already awarded.

13. Classification of Successful candidates

A candidate who passes all the examinations and securing following CGPA and Grades shall be declared as follows for each part:

CGPA	GRADE	CLASSIFICATION OF FINAL RESULT
9.5 – 10.0	O+	First Class – Exemplary *
9.0 and above but below 9.5	O	
8.5 and above but below 9.0	D++	First Class with Distinction*
8.0 and above but below 8.5	D+	
7.5 and above but below 8.0	D	
7.0 and above but below 7.5	A++	First Class
6.5 and above but below 7.0	A+	
6.0 and above but below 6.5	A	
5.5 and above but below 6.0	B+	Second Class
5.0 and above but below 5.5	B	

a. A candidate who has passed all the subjects examinations in the first appearance within the prescribed duration of the PG programmes and secured a CGPA of 9 to 10 and equivalent grades “O” or “O+” in Core and Electives subjects shall be placed in the category of “First Class – Exemplary”.

b. A candidate who has passed all the subjects examinations in the first appearance within the prescribed duration of the PG programmes and secured a CGPA of 7.5 to 9 and equivalent grades “D” or “D+” or “D++” in Core and Electives subjects shall be placed in the category of “First Class with Distinction”.

c. A candidate who has passed all the subjects examinations of the PG programmes and secured a CGPA of 6 to 7.5 and equivalent grades “A” or “A+” or “A++” shall be declared to have passed in “First Class”.

d. A candidate who has passed all the subjects examination of the PG programmes and secured a CGPA of 5.5 to 6 and equivalent grades “B” or “B+” shall be declared to have passed in “Second Class”.

14. Ranking

A candidate who qualifies for the PG Degree programme passing all the Examinations in the first attempt, within the minimum period prescribed for the programme from the date of

admission to the programme and secures 1st or 2nd Class shall be eligible for ranking and such ranking will be confined to 10% of the total number of candidates qualified in that particular subject to a maximum of 10 ranks.

The improved marks will not be taken into consideration for ranking.

15. Conferment of the Degree

No candidate shall be eligible for conferment of the Degree unless he / she has undergone the prescribed programme of Study for a period of not less than four Semesters in an Institution approved of by and affiliated to the University or has been exempted there from in the manner prescribed and has passed the Examinations as have been prescribed.

16. Electives

Elective courses will be chosen by the respective course student from the group of Elective Papers (I & II).

17. Question Paper Model

Question Paper Pattern

Time: 3 Hour Max marks: 75

SECTION – A (10×1=10)

Answer ALL questions

Each Question carries One Mark (NO CHOICE)

Multiple Choice Questions

SECTION – B (5×5=25)

Answer ALL questions

Each question carries FIVE Marks (INTERNAL CHOICE)

SECTION – C (5×8=40)

Answerer ALL questions

Each question carries EIGHT Marks (INTERNAL CHOICE)

NOTE:

The questions should be numbered continuously running through the Sections A, B and C. Questions should be evenly distributed among the unit in the syllabus in all the sections of the question paper. While framing questions with internal choice the questions must be identified as (a) or (b). (e.g 11. a or b). Further, the internal choice must be from the same unit. The Controller of the Examinations shall arrange for the setting of question papers on the basis the syllabus and the pattern of question paper duly certified by the Chairpersons of the respective Board of Studies.

18. Revision of Regulations and Curriculum

The above Regulation and Scheme of Examinations will be in vogue without any change for a minimum period of three years from the date of approval of the Regulations. The Board may revise /amend/ change the Regulations and Scheme of Examinations, if found necessary.

19. Transitory Provision

Candidates who have undergone the Course of Study prior to the Academic Year 2014-2015 will be permitted to take the Examinations under those Regulations for a period of four years i.e. up to and inclusive of the Examination of April 2018 thereafter they will be permitted to take the Examination only under the Regulations in force at that time.

SCHEME OF EXAMINATION (CBCS PATTERN)**PG COURSE WITHOUT PROJECT**

Study Components	Course Title	Ins.Hrs /Week	Exam			Credit
			CIA	Uni. Exam	Total	
SEMESTER I						
	ELECTIVE I		25	75	100	4
SEMESTER II						

Study Components	Course Title	Ins.Hrs /Week	Exam			Credit
			CIA	Uni. Exam	Total	
	ELECTIVE II		25	75	100	4
SEMESTER III						
	ELECTIVE III		25	75	100	4
SEMESTER IV						
	ELECTIVE IV		25	75	100	4
	TOTAL				2250	90

LIST OF ELECTIVE PAPERS:

	GROUP A	GROUP B	GROUP C
Paper I/ Sem I			
Paper II/Sem II			
Papar III/Sem III			
Paper IV/Sem IV			

* In the core subjects, no. of papers both theory and practical are included wherever applicable. Existing number of papers to be offered. However, the total credit and marks for core subjects remains the same as stated above.

@ Includes 25/40% continuous internal assessment marks for theory and practical papers respectively. Boards of Studies to frame specific guidelines for the project to be completed during the fourth semester of two year PG programmes.

SCHEME OF EXAMINATION (CBCS PATTERN)

PG COURSE WITH PROJECT

Study Components	Course Title	Ins.Hrs /Week	Exam			Credit
			CIA	Uni. Exam	Total	
SEMESTER I						
	ELECTIVE I		25	75	100	4
SEMESTER II						
	ELECTIVE II		25	75	100	4
SEMESTER III						
	ELECTIVE III		25	75	100	4
SEMESTER IV						
	PROJECT *					
	ELECTIVE IV		25	75	100	4
	TOTAL				2250	90

LIST OF ELECTIVE PAPERS:

	GROUP A	GROUP B	GROUP C
Paper I/ Sem I			
Paper II/Sem II			
Papar III/Sem III			
Paper IV/Sem IV			

* In the core subjects, no. of papers both theory and practical are included wherever applicable. Existing number of papers to be offered. However, the total credit and marks for core subjects remains the same as stated above.

@ Includes **25% / 40%** Continuous Internal Assessment (CIA) marks for theory, Practical papers and Project work/Industrial Training respectively.



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Examination System

OBJECTIVES OF CHOICE BASED CREDIT SYSTEM

Dr.N.G.P.Arts and Science College became Autonomous in 2015 and continues to be affiliated to Bharathiar University, Coimbatore. It 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 had introduced the Choice Based Credit System (CBCS) since 2015-2016 with the following objectives in view:

To provide broad based education.

To provide students with greater flexibility.

To enable students to choose courses at basic/advanced levels.

To enable highly motivated students to gain the credits.

The evaluation method of CBCS with grading provides a much better picture of the academic personality of the students than the existing one with marks indicated in percentages. Cumulative Grade Point Average (CGPA) and Grade point Average(GPA) are indicators of the academic performance of the students.

Testing and Evaluation & Scheme of Assessment

CONTINUOUS INTERNAL ASSESSMENT

ASSESSMENT OF CIA (Theory) - (Applicable for the year 2015 – 2016 onwards)

CIA Examinations

Every semester, three CIA examinations for each paper are conducted. The first two internal examination carries maximum marks of 45 with the duration of two hours. The Third internal Assessment test/ Model Examinations carries the marks equivalent to that of the external maximum marks of a paper. The First internal examination is conducted in the middle of each semester at about 30th day from the commencement of semester, covering 30% of the

syllabus and the Second internal examination is conducted in the middle of each semester at about 50th day from the commencement of semester, covering 60% of the syllabus and at the end of the semester ie. 80th working day of every semester conducted the Third internal Assessment / Modal examination covering the remaining portion.

Assignment

Two Assignment for each paper must be submitted by a student in each semester. The marks allotted to this component will be awarded based on the performance of the candidate of UG and PG Courses.

Seminars

One for each paper must be presented by a student in each semester. The marks allotted to this component will be awarded based on the performance of the candidate of PG Courses only.

The following are the distribution of marks for the Continuous Internal Assessment in the theory papers of UG programmes.

S.no	For Theory - UG courses	Distribution of Marks			
1	TESTS I (2 hours)	5	4	3	2
2	TESTS II (2 hours)	5	4	3	2
3	End semester Modal test (3 hours)	10	8	6	4
4	Assignments – 2 Nos.	5	4	3	2
	TOTAL MARKS	25	20	15	10

The following are the Distribution of **Internal marks** for theory papers of PG courses.

S.No	For Theory - PG courses	Distribution of Marks			
1	TESTS I (2 hours)	3	3	2	2
2	TESTS II (2 hours)	3	3	2	2
3	End semester Modal test (3 hours)	10	8	5	4
4	Assignments – 2 Nos.	4	3	3	1
5	Seminar	5	3	3	1
	TOTAL MARKS	25	20	15	10

ASSESSMENT OF CIA (Practical / Project)

CIA marks for practical are awarded based on the performance of students in CIA practical examination, observation note book and regularity of attendance.

CIA Model Practical Examination

For each practical, students should write one modal practical examination for External maximum marks of the practical. The marks obtained in the examination will be appropriately converted into marks allotted for the examination component of CIA of the practical.

Observation Note Book and Regularity

The marks allotted for observation notebook and regularity are awarded based on the performance of students in writing procedure, results of the practical done during every practical class, regularity in attending practical class, which will be accounted based on the attendance maintained separately for practical class, and punctuality in the submission of observation notebook.

The following are the distribution of marks for the Continuous Internal Assessment in UG practical courses.

S.no	For - UG practical courses	Distribution of Marks					
1	Minimum 10 experiments to be conducted/practical paper/semester	20	15	10	8	5	4
2	Tests : Two tests out of which one shall be during the mid semester and the other to be conducted as model test at the end of the semester.)	16	10	10	8	6	6
3	Observation Note Book	4	5	5	4	4	-
	TOTAL MARKS	40	30	25	20	15	10

The following are the distribution of **Internal marks** for PG practical papers

S.No	For - PG practical courses	Distribution of Marks						
1	Minimum 10 experiments to be conducted/practical paper/semester	40	20	15	10	8	5	4
2	Tests : Two tests out of which one shall be during the mid semester and the other to be conducted as modeltest at the end of the semester.)	32	16	10	10	8	6	6
3	Observation Note Book	8	4	5	5	4	4	-
	TOTAL MARKS	80	40	30	25	20	15	10

CIA Industrial Training / Project and Viva-Voce Examination

For each Industrial Training/ project, students should attend three Reviews and present their project /Training work and prepare the project/Training report. The marks obtained in the

examination will be appropriately converted into marks allotted for the examination component of CIA of the Training/ Project courses.

The following are the distribution of marks for the Continuous Internal Assessment in UG Project//Industrial Training courses

S.no	For - UG Project//Industrial Training courses	Distribution of Marks	
1	Review-I	5	10
2	Review-II	5	10
3	Review-III	5	10
4	Document, Preparation and Implementation	10	10
	TOTAL MARKS	25	40

The following are the distribution of marks for the Continuous Internal Assessment in PG Project / Industrial Training courses

S.no	For - PG Project/Industrial Training courses	Distribution of Marks				
1	Review-I	10	10	15	20	25
2	Review-II	10	10	15	20	25
3	Review-III	10	10	15	20	25
4	Document, Preparation and Implementation	10	20	15	20	25
	TOTAL MARKS	40	50	60	80	100

INSTRUCTIONS TO THE CANDIDATE APPLYING FOR END SEMESTER EXAMINATIONS

1. Regular candidate shall send their applications with the prescribed fee through proper channel.
2. Before the application, the candidate is advised to satisfy themselves that they fulfill the eligibility conditions laid down by the College to appear for the End Semester examinations.
3. If an application is not accompanied by the prescribed fee or incomplete in any respect will not be entertained.
4. Detailed time table for the Semester Examinations will be put up in the college/Department notice board and will be available at the College/Department / Controller Section about 15 days prior to the commencement of the examination.

5. Correction in application should be neatly **HAND WRITTEN ENGLISH BLOCK LETTERS**.
6. The candidate should check all the entries given in the respective columns, make corresponding corrections and enclose letter along with this application.
7. The code number of regular semester and his/her arrear are indicated in the respective semester column lines. Candidate, who desire to appear for any of the arrear subjects, a tick () may be made against codes of the subjects for which he/she wishes to appear .
8. If the code number of the subject offered is different from the one given, please circle it and ENTER THE RELEVANT CODE NUMBER.
9. If the candidate desires to improve performance in any of the subject, if eligible, he/she should WRITE the relevant subject codes in the respective semester line. The list of subject codes may be obtained from the college office.
10. Private candidates should send their application to the Controller of Examinations directly.

ATTENDANCE REQUIREMENTS FOR APPEARING FOR END SEMESTER EXAMINATIONS

Absent for one period in any session (forenoon or afternoon) shall be treated as absent for half a day.

The monthly statement of attendance will be displayed on the Department Notice Board by the respective departments within the first five working days of the following month.

Students shall be regular in attending their classes. They will be permitted to appear for the End Semester Examinations (ESE) only if they secure not less than 75% of attendance during the concerned semester.

If the student has an attendance of 65% to 74%, the Principal has the discretion to condone and permit the student to appear for the End Semester Examinations on reasonable grounds.

A student's attendance which ranges between 50% and 64% will not be permitted to write the ESE of the current semester. However he/she shall be permitted to go to the next semester and he/she has to compensate the lack of attendance in that semester. In case, he/she is unable to compensate the lack of attendance, he/she has to **re-do the course** by joining the previous semester. The Continuous Internal Assessment marks earned by the student will have no value and he/she has to earn his/her continuous Internal Assessment marks afresh.

The opportunity of carrying forward the lack of attendance is possible only once during the entire period of course of study. This combination of lack of attendance can be done only between subsequent semesters, i.e., 1 and 2, or 2 and 3, or 3 and 4, or 4 and 5, or 5 and 6.

If a student has availed the opportunity to compensate once and lacks attendance in any of the subsequent semesters, he/she has to re-do that semester in the next year by joining as a fresh candidate. For example, if the student has to re-do the third semester (July-November), he/she has to be at home during December-May Semester and has to rejoin during July-November), session next year.

In the case of a student's attendance falling below 50% in any semester, he/she will not be permitted to appear that semester Examination. Further he/she will not be permitted to go to the next semester, since he/she cannot compensate the deficiency of attendance in the next semester, even if he/she attends 100% of the classes. In such case, the student has to re-do the course, by joining the semester, during which the attendance was lost.

GUIDELINES TO THE CANDIDATES APPEARING FOR THE END SEMESTER EXAMINATIONS.

The students who appear for the End Semester Examinations are required to bear in mind the following instructions:

1. Examination fees should be paid at the Accounts Section of the College as per the schedule notified by all the candidates for all their regular as well as arrear papers in time.
2. Eligible candidates may collect their Hall Ticket from their Class Tutors one week before the start of the Semester Examinations.
3. The candidates will be permitted to appear for the End Semester /Special Supplementary examinations only for the subjects mentioned in the Hall Ticket. All the candidates must bring their Hall Ticket and College Identity Card for every examination (Regular/Arrear/Supplementary/CIA exams) and produce them on demand in the examination hall by the Invigilator/Chief Superintendent, failing which they will not be permitted to write the examination.
4. Candidates are advised to verify their **name, subject code** and **other details** given in their Hall Ticket. If there is any discrepancy, they are advised to bring the same, without fail, to the notice of the Controller of Examinations Section immediately in writing.
5. If the Hall Ticket/Identity Card is lost the candidate should approach the Principal through the Controller of Examinations Section immediately for obtaining necessary permission.

He/She shall obtain a Temporary Identification Certificate from the Principal/Chief Superintendent of the End Semester Examinations and produce the same during the examination, failing which the candidate will not be permitted to write the examination.

6. Students are advised to see the college Notice Board and Website for the **time table/examination schedule or contact the COE section for connected information.**

7. The seating arrangements will be displayed on the **Examinations Notice Board.** A seat marked with Register Number will be allotted to each candidate. The candidate will be required to occupy his/her allotted seat at least 10 minutes before the commencement of the examination. In no case shall the candidate be allowed to occupy a seat other than the one allotted specifically to him/her.

8. No candidate who is late by more than **30 minutes** in arriving for the examination shall be permitted to write the examination.

9. No candidate shall be allowed to leave the examination hall **before the expiry of 45 minutes** after the commencement of the examination and no candidate who leaves the examination hall during the period allotted for the paper will be allowed to re-enter the hall within that period.

10. Candidates who are undoubtedly suffering from infectious diseases of any kind, alternate provisions shall be made by the college to permit the candidate/s willing to appear for examinations.

11. Before proceeding to answer the question paper, the candidate should write his/her **register number, subject and question paper code, subject title and date of the examination and obtain the signature of the** Hall Superintendent/Invigilator at the appropriate space provided in the front page of the main book.

12. Students are advised to verify/check the **question paper code, subject code, subject title and number of pages** in the question paper and confirm whether they have been issued with the correct question paper. If there is any discrepancy, it should be brought to the notice of the Hall Superintendent/Invigilator immediately. Any lapse in this matter will lead to the cancellation of the concerned examination for him/her.

13. If a candidate writes his/her name, register number on any part of the main answer book/additional books, graph sheets or drawing sheets/on any space other than the space provided for or puts any special mark or writes anything which may disclose in any way the identity of the candidate, he/she will render himself/herself liable for disciplinary action.

14. Writing of the **wrong register number** in the answer script will entail rejection of the answer script.

15. No candidate at an examination **shall pass any part or whole of his/her answer papers** to any other candidate, nor can he/she allow another candidate to copy from his/her answer script; nor copy from the answer script of another candidate. If found committing such malpractice, the candidate involved shall be liable for disciplinary action as per the Rules.

16. Candidates will return their answer books to the Invigilator/Chief Superintendent in person standing at their allotted seat before leaving the examination hall.

17. Students are not permitted to bring the **Programmable Calculator** and **Cell Phone** inside the examination hall. Possession of them inside the examination hall will be viewed seriously.

18. **Strict silence** should be maintained in the examination hall.

19. Candidates should bring **their own pens, pencils, erasers, scales, non-programmable calculators** and **ink**. Candidates are advised to use **only blue or black ink** while answering. No candidate will be allowed to exceed the prescribed time assigned to each paper/subject. Candidates will not be permitted to talk/ask questions of any kind during examination.

20. Candidate behaving in a rude or discourteous manner inside the examination hall will be debarred from appearing for that particular paper and/or remaining papers in that examination.

21. **Malpractices** will be viewed very seriously. Candidates should not be in possession of any notes or other kinds of **written/printed matter** while writing the examination, except as may be specifically permitted by the Chief Superintendent.

Candidates violating these instructions and who resort to **malpractices** of any sort will immediately be sent out of the examination hall and suitable **disciplinary action** will also be taken against them. The decision of the Chief Superintendent/Examination Committee in all such issues shall be final and binding.

22. Answers should be **written on both sides** of the paper in the answer book. No sheets should be detached from the answer book.

23. All rough work should be done either at the bottom of the page or last page of the answer book and the portion not intended for valuation should be struck off by drawing a single line across it.

24. A minimum of 25 lines should be written in each page. The answers must be legibly written and paper should not be wasted.

25. A 3 cm. margin should be left on each page of answer script in which only the question number should be written. Answers without the question number clearly indicated will not be valued. No page should be left blank in the answer book. All blank spaces should be scored out by the candidate.

26. Candidates entering the examination hall should occupy their seat after keeping their study materials/text books, etc., outside. **They should not study or stand in the verandah near the examination halls.**

27. The students, not appearing for an examination, are advised not to stand/sit/crowd near the examination halls/zone during the examination period in the Forenoon and Afternoon Sessions, so as not to cause any disturbance to the students writing the examination.

28. Circulars regarding the last date for applying for Revaluation and for obtaining Xerox Copy of the answer scripts and for appearing for special supplementary examinations and the connected details of fees, mode of payment will be sent to the concerned departments and also displayed on the College Notice Board/Controller of Examinations Office Notice Board soon after the declaration of the results.

29. Special Supplementary Examinations:

To provide an opportunity to the final UG and PG candidates who have arrears in only one paper in the final semester examinations held in April / May, a Special Supplementary Examination will be conducted in the month of June immediately following to enable such candidates to get their degree without waiting for regular Supplementary Examination normally held in November/December. The candidate shall submit an application accompanied by the prescribed fee.

VALUATION

All Answer Booklets will be valued after affixing the dummy numbers by the External Examiners.

PUBLICATION OF RESULTS

Evaluated marks are published after getting approval from the Result Passing Board.

DETAILS OF EXAMINATION FEES

All the Under-Graduate and Post-Graduate students are to fill and submit the prescribed application form for the End Semester Examinations to be held during the month of November/December and April/May and pay the examination fees according to the fee structure that would be fixed by the college from time to time. The Examination Application

Form can be obtained from the respective Class Tutor and the filled in application form should be returned immediately to the Class Tutor.

GENERAL GUIDELINES

a) Provision for Re-totaling the marks awarded in the answer books:

UG and PG Candidates who are desirous of having their marks in the answer books re-totaled shall apply to the Controller of Examinations, Dr.N.G.P. Arts and Science College, Coimbatore – 48, remitting the fee prescribed per answer book within 7 days from the date of publication of results. Where the marks obtained in retotalling are higher than the marks awarded earlier, the Controller of Examinations will issue the revised Marks Sheet after withdrawing the previous one.

b) Provision to apply for Revaluation of End Semester Examination Answer Scripts: (UG and PG)

Candidates who are desirous of having their answer scripts revalued shall apply to the Controller of Examinations, Dr.N.G.P. Arts and Science College, Coimbatore – 48 remitting the fee prescribed per answer book within 7 days from the date of publication of results. If the marks awarded in the revaluation are higher than the marks awarded earlier, the Controller of Examinations will issue the revised Mark Sheet after withdrawing the previous one.

c) Facility to Reappear in an Examination/Examinations Already Passed: (UG and PG)

Candidates who have passed in Examination/Examinations of UG/PG Programmes may be permitted to appear again (only once) for the End Semester Examination/Examinations of the Programme/Programmes under regulations and syllabus in force then, with a view to improve their attainments. If they do not show improvement, their previous results shall hold good. Such candidates shall not apply for their degree certificates in the convocations held in between. Also such reappearances shall be made at the examinations(s) conducted in the College in the next two semesters.

d) Transparency in Examination

1. In this system, 'Photo Copies' of valued answer scripts will be furnished to the students on their request.
2. Students shall apply within 7 days from the date of issue of their Mark sheets.
3. The prescribed fees should be remitted.

4. On a particular day, students who applied for will be asked to assemble in a particular hall. Photo Copies of Valued answer scripts will be furnished to the students. Students shall scrutinise the same.
5. Subject experts will be there to clear the doubts if any.
6. After scrutiny, if they want their scripts to be revalued they shall apply for the same within 7 days.

INSTRUCTIONS TO THE CANDIDATES FOR THE SPECIAL SUPPLEMENTARY EXAMINATION

1. The filled-in application should be sent to the Controller of Examinations, Dr.N.G.P.Arts and Science College, Coimbatore –641 048 on or before----- . After the above said date no application will be entertained.
2. Candidate should affix identical photo in the application and in the Hall-ticket.
3. The special supplementary examination will be held on-----, at ----- . The candidates may collect the Hall-tickets from the Chief Superintendent in the College three days before the commencement of Special Supplementary examinations.
4. No separate time-table will be sent.
5. The candidate is permitted to appear only one theory paper i.e. the candidates those who are having only one arrear subject and has passed all other papers including practicals in their period of study .

Fee structure :

Degree	Amount Rs.
U.G degree courses	
P.G. (All Courses)	

6. Re-registered / Re-admission candidates are not eligible for Special Supplementary Examination.
7. The candidates those who have applied and passed both revaluation and supplementary examination, but only the revaluation mark will be considered.

[A] ELIGIBILITY CONDITIONS AND NORMS FOR RE-VALUATION OF ANSWER SCRIPTS.

1. The re-valuation of answer scripts is permitted for courses having single valuation.
2. For Practicals/Dissertation/Viva-Voce, request for revaluation is not considered.
3. The fee prescribed for re-valuation is Rs._____ /- per paper (Rs____. /- as fee for revaluation and Rs. _____ /- for cost of application). The fee once paid will not be refunded or adjusted for any subsequent examinations under any circumstance.
4. For re-valuation, the candidate can apply on or before -----

[B] INSTRUCTIONS TO APPLY FOR REVALUATION

1. a. The request for Re-valuation should be sent in the prescribed application form.
b. The fee for re-valuation fee should paid in the College office and the copy of the receipt must be sent along with the application.
c. Name and Register Number of the candidate should be written on the top left hand corner at the backside of the Receipt.
2. Original Mark statement SHOULD NOT be enclosed.
3. Requisition for revaluation must reach the Controller of Examinations on or before -----
4. The candidate who failed in one or more subjects and applied for re-valuation may also apply for taking - up the examination within the stipulated time without waiting for the results of re-valuation, if he or she so desires in order to avoid inconvenience at the later stage. However, it may be noted that no refund will be made if such a candidate claims for it after payment of fee.
5. Incomplete/defective application will be rejected and the re-valuation fee will neither be refunded nor adjusted towards any fee due to the College currently or in the future.
6. The application duly filled in should be submitted only to the **CONTROLLER OF EXAMINATIONS, DR.N.G.P.ARTS AND SCIENCE COLLEGE– 641 048** directly.

INSTRUCTIONS TO APPLY FOR RETOTALLING OF MARKS

1. a. The request for Retotalling of marks should be sent in the prescribed application form.
b. The fee for retotalling fee should paid in the College office and the receipt must be sent along with the application.

c. Name and Register Number of the candidate should be written on the top left hand corner at the backside of the Receipt.

2. Original Mark statement SHOULD NOT be enclosed.

3. Requisition for retotalling of marks must reach the Controller of Examinations on or before -----submission for forms after the due date will not be entertained.

4. The candidate who was failed in one or more subjects and applied for re totaling may also apply for taking-up the examination within the stipulated time without waiting for the results of re totaling, if he or she so desires in order to avoid inconvenience at the later stage. However it may be noted that no refund will be made if such a candidate claims for it after payment of fee.

5. There is no provision for retotalling of marks in practical examinations papers.

6. Incomplete/defective application will be rejected and the retotalling fee will neither be refunded nor adjusted towards any fee due to the University currently or in the future.

7. The application duly filled in should be submitted only to the **CONTROLLER OF EXAMINATIONS, DR. N.G.P. ARTS AND SCIENCE COLLEGE, COIMBATORE – 641 048** directly.

INSTRUCTIONS TO APPLY FOR OBTAINING THE XEROX COPY OF THE VALUED ANSWER SCRIPTS

1. a. The request for obtaining Xerox copy of the valued answer scripts should be sent in the prescribed application form.

b. The fee for obtaining Xerox copy of the valued answer scripts fee should paid in the College office and copy of the receipt must be sent along with the application.

c. Name and Register Number of the candidate should be written on the top left hand corner at the backside of the copy of Receipt.

2. Requisition for obtaining Xerox copy of the valued answer scripts must reach the Controller of Examinations on or before -----submission for forms after the due date will not be entertained.

3. If those who want to apply for re-valuation after obtaining the Xerox copy of the valued answer scripts, within 7 days from the date of receipt of Xerox copy of answer scripts.

4. The fee prescribed for obtaining Xerox copy of the valued answer scripts is Rs. /- per paper. The fee once paid will not be refunded or adjusted for any subsequent examinations under any circumstance.
5. Filled-in application shall be sent to “The Controller of Examinations, Dr.N.G.P.Arts and Science College, Coimbatore – 641 048.”
6. Separate application shall be made for each subject.
7. Xerox copy of the answer papers will be sent through the Principal of the college, if the candidate is undergoing the course and the candidate had completed the course.
8. Incomplete / defective application will be rejected and the fees paid for Xerox copy of the answer script will neither be refunded nor adjusted towards any fee due to the university or in the future as well as subsequent request if any, for Xerox copy of this or any other answer script.
9. Original mark statement SHOULD NOT be enclosed. Enclose only the XEROX COPY of the mark statement along with the application.



(Dr. N. KANNAN)
Controller of Examinations



(Dr. P. R. MUTHUSWAMY)
Principal



Dr. N.G.P. Arts and Science College (*Autonomous*)

(An Institution of Kovai Medical Center Research & Educational Trust)

Affiliated to Bharathiar University, Coimbatore & Accredited by NAAC with 'A' Grade

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