GURU NANAK COLLEGE (AUTONOMOUS)

VELACHERY ROAD, CHENNAI – 600042

(SEMESTER SYSTEM WITH CREDITS)

HAND BOOK OF

RULES AND REGULATIONS

GURU NANAK COLLEGE (AUTONOMOUS)

RULES AND REGULATIONS

1. CHOICE BASED CREDIT SYSTEM (CBCS) WITH GRADING

The College follows the CBCS with grades under the semester pattern. Every course paper is provided with a credit point based on the quantum of subject matter, complexity of the content and the hours of teaching allotment. This is done after a thorough analysis of the content of each subject paper by the members of the Board of studies and with the approval of the Academic Council. Students are also offered with a choice of a variety of Job-oriented courses, Elective courses and courses involving Soft-skills. Students are permitted to choose any course of their interest during the study period and earn extra credits and certificates in addition to the regular hardcore (compulsory) subjects.

The evaluation method under CBCS involves a more acceptable grading system that reflects the personality of the student. This is represented as Cumulative Grade Point Average (CGPA) and Grade Point Average (GPA) which are indicators of Academic Performance of the student. It provides students scope for horizontal mobility as well as empowers them with the flexibility of learning at their convenience.

2. ELEGIBILITY FOR ADMISSION

Candidates for admission to the first year of the UG programme shall be required to have passed the higher secondary examinations (Academic or Vocational Stream) conducted by the Government of Tamil Nadu or an examination accepted as equivalent thereof by the Syndicate of the University of Madras. Students applying for the PG programme should have taken the UG degree in the concerned subject from a recognized university.

3. DURATION OF THE COURSE

The UG course is of three year duration with six semesters and the PG course is of two year duration with four semesters. The odd semester include the period from June to November and the even semester from December to April. There shall not be less than 90 working days for each semester.

4. COURSE OF STUDY
The main subject of study for Bachelor's Degree shall consist of the following:

FOUNDATION COURSES :
PART – **I** Tamil or Classical Language (Hindi / Sanskrit/ French)
PART – **II** English

CORE COURSES

PART – **III** consisting of (a) Main subjects, (b) Allied Subjects, (c) Elective subjects related to the main subject of study and project work.

PART –IV

1. **(a)** Those who have not studied Tamil up to XII standard, and taken a non-Tamil language under **Part – I** shall take Tamil comprising of Two courses (level will be at 6th standard).

   (b) Those who have studied Tamil up to XII standard, and taken a non—Tamil language under **Part –I** shall take **Advanced Tamil** comprising of two courses.

   (c) Others who do not come under a or b can choose **non-major elective comprising of two courses.**

2. Soft Skills. (I , II, III & IV Semesters)

3. Environmental Studies (IV Semester)

4. Value Education (V Semester)

PART –V Compulsory Extension Service

A candidate shall be awarded one credit for compulsory extension service.

All the students shall enroll for **NSS / NCC / NSO (Sports & Games) Rotract / Youth red cross or any other service organization** in the college and shall have to put in compulsory minimum attendance of 40 hours which shall be duly certified by the Principal of the college before **31st March in a year.** If a student LACKS **40 HOURS ATTENDANCE** in the first year, he / she shall have to compensate the same during the subsequent years. Literacy and population, educational field work shall be compulsory components in the above extension service activities.

5. COURSE STRUCTURE:

1. The UG course consists of 15-18 Core papers, 3 Elective papers and 4 Allied papers. The Credit for each core paper shall be 3-4, while the elective and allied papers shall carry a credit of 5. The B.Com (Hons) course has 32 core papers of 4 credits each.
2. The PG course has 14-17 core papers with 4 credits, 3-4 elective papers with 3-4 credits and a project work.
3. The MBA course has 13 core papers of 4 credits each, 8 elective and interdisciplinary papers of 3 credits each and a project work.
4. The MCA course has 26 papers of 2-4 credits, 6 elective papers of 3-4 credits and a project work.
5. Internship training forms a compulsory component for the PG courses.

The details of the course structure is given in the following table :

CHOICE BASED CREDIT SYSTEM WITH GRADING

POST GRADUATE DEGREE

COMPONENTS	M.B.A.			M.Sc. Chemistry, Mathmatics, M.Sc.Zoology and M.A.Economics			M.C.A.		
	No. of Courses	Credit per Course	Total Credits	No. of Courses	Credit per Course	Total Credits	No. of Courses	Credit per Course	Total Credits
CORE COURSES INCLUDING PRACTICAL	13	4	52	14-17	4	60 - 70	26	2- 4	79
PROJECT	1	8	8	0 – 1	6	0 - 6	1	18	18
ELECTIVES INCLUDING EXTRA DISCIPLINARY COURSES	8	3	24	3-5	3 - 4	10 - 20	6	3 – 4	23
SKILL	4	2	8	4	2	8	6	2 – 3	13
INTERNSHIP	1	2	2	0 – 1	2	0 - 2	1	2	2
TOTAL			**94**			**90**			**135**

CHOICE BASED CREDIT SYSTEM WITH GRADING

Under Graduate Course Structure

Part	Components	B.Com (Gen.), B.Com (A&F), B.Com(B.M.), B.Com(M.M.), B.Com(ISM), B.B.A., B.C.A.			B.Com (C.S), B.Sc.(C.S.), B.Sc. (Phy.), B.Sc.(Chem.), B.Sc.(Plant Bio.), B.SC.(Zoo) B.Sc.(Mat.), B.Sc.(Viscom), B.A.(Eco.) & B.A.(Defence).			B.Com (Honours)		
		No. of Courses	Credit per Course	Total Credits	No. of Courses	Credit per Course	Total Credits	No. of Courses	Credit per Course	Total Credits
Part I Foundation Course	Language (Tamil/ Hindi/ Sanskrit/ French)	2	3	6	4	3	12	2	3	6
Part II Foundation Course	English	2	3	6	4	3	12	2	3	6
Part III	Core Papers	18	4	72	15-18	3 - 4	60	32	4	132
	Allied Papers	4	5	20	4	5	20	-	-	-
	Elective Papers	3	5	15	3	5	15	-	-	-
Part IV	Non Major Electives/ Basic Tamil/ Advanced Tamil*	2	2	4	2	2	4	2	2	4
	Skill Based Elective	4	3	12	4	3	12	5	2 - 4	14
	Environmental Studies	1	2	2	1	2	2	1	2	2
	Value Education	1	2	2	1	2	2	-	-	2
Part-V	Extension Service	1	1	1	1	1	1	1	1	1
Total				**140**			**140**			**167**

Under Part IV of the course, students are required to register separately for two Non-Major Elective papers, choosing preferably papers offered by other departments during the First and Second semester. The marks obtained under Part IV would not be included for classification of the candidate although a pass is mandatory. Students should have obtained the minimum credit under Part V to be eligible to receive the degree.

6. EXAMINATIONS

Continuous Internal Assessment (CIA) and End Semester Examination (ESE), each carrying 50% marks, will form the basis for grading student performance in each paper.

CONTINUOUS INTERNAL ASSESSMENT

Continuous assessment will be made by teachers responsible for the course they teach on dates centrally fixed by the college. Every semester has two centralized CIA examinations and one model examination for each paper. The Continuous Assessment Tests (CAT) of one and a half hour duration would be held on completion of 30 and 60 working days each semester. Students who fail to write one or more CATs will have to register for a re-test after obtaining clearance from the HOD and Dean Academics. Re-test is generally not allowed except in the case of students who miss CA tests because they were away on those days representing college in sports or cultural activities or for any justifiable reason acceptable to the Principal/Dean. Principal/Dean may grant special permission to such candidates for taking just one additional paper of three hour duration covering the entire syllabus of that paper. This test should be taken before the commencement of the End of Semester Examination of that semester. A Model exam of three hours duration will be held at the end of each semester. The schedule for these tests is as follows:

C.I.A. Test	Schedule	Syllabus Coverage
I	After 30 working days from the commencement of the semester	40%
II	After 60 working days of the semester	80%
III (model)	After 80 working days of the semester	95%

The components for the CIA are as follows:

Internal Components			
Assessment Type	**Nature**	**Maximum marks**	**% of Weightage**
CIA	Written test I	50	5
	Written test II	50	5
	Model examination	100	10
	Assignment		10
	Class activities		15
	Attendance		5
	Total		**50**

The class activity relates to a programme of accepted innovative techniques such as seminars, quiz, port folio creation, MCQ, power point presentation, objective tests, role play etc. This class activity for evaluation will be fixed before the commencement of the semester with the approval of the HOD.

A student should attend at least one test in order to declare him/her as pass in the internal assessment tests even though he/she has got pass marks in the overall internal components. Candidates who fail in a paper for want of sufficient marks in CA test will have to seek improvement by coming back to the semester for CA exams or repeating it after the completion of the course at the time of regular CIA.

A record of all such assessment procedures will be maintained by the department and is open for clarification by the students. Students will have the right to appeal to the Principal in case of glaring disparities in marking.

CIA marks for practical subjects will be awarded by the respective faculty based on the performance of the student in the model practical examination, observation notebook, submission of record books, regularity and attendance to the practical classes. The attendance particulars for practical classes will be maintained by the concerned faculty.

Marks for attendance will be awarded as per the following:

Percentage of General Attendance	Marks awarded
91-100	5
81-90	4
75-80	3
<75	0

END OF SEMESTER EXAMINATIONS (ESE)

- Examinations will be conducted during each semester after the completion of a minimum of 90 working days. Examinations will be held for all papers of the course in Nov/Dec and April/May for all UG and PG courses. Practical examinations will be conducted only during the end of the even semester either before the commencement of the theory exam or after the theory exams. The schedule for ESE Practical will be notified by the Controller of Examinations in consultation with the Dean of Sciences.
- A candidate will be permitted to appear for the End of Semester examinations for any semester if:
  - ❖ He / She secures not less than 75% of attendance in the working days during the semester.
  - ❖ His / Her conduct has been satisfactory
  - ❖ He / She should have applied for the examination
  - ❖ He / She should have paid the requisite examination fee
  .
- The attendance requirements to appear for the ESE is as follows:
  - Students must have **75%** of attendance in each part of the course of study to appear for the examination.
  - Students who have **65% to 74.9%** of attendance shall apply for condonation in the prescribed form along with the prescribed fee after obtaining permission from the Dean.

Students cannot claim condonation as a matter of right. Submission of medical certificate is normally not accepted to condone shortage of attendance.

- Students who have **50% to 64.9%** of attendance will fall under the "Withheld" category. Such students cannot take the ESE exams. They should apply to the Principal for permission to write the next supplementary examination and pay the requisite fee for this purpose.
- Students who have less than **50%** of attendance fall under the "detained" category and **are not** permitted to appear for the examination. **They shall redo the semesters after completion of the course and appear for the examination after securing the required percentage of attendance.** The decision of **Principal** remains final and binding in all respects.

- Students who do not get the minimum marks to pass in the ESE shall compulsorily re-appear for the paper in the subsequent semester after paying the required fee.
- Candidates who fail in any of the papers in the UG and PG End of Semester examinations shall complete the paper concerned within 5 years from the date of admission to the particular course. If they fail to do so, they shall re-register their names and take the examination in the revised regulations/syllabus of the paper in force at the time of their reappearance. In the event of removal of that paper consequent to change of regulation and/or curriculum after 5-year period, the candidate shall have to take up an equivalent paper in the revised syllabus as suggested by the Chairman, Board of Studies concerned.

Instant Examinations. (Special Supplementary Examination)
In order to provide an opportunity to the final UG and PG students to obtain the degree in the same year itself and to facilitate vertical mobility, special supplementary End of Semester examinations will be conducted in about 20 days from the date of publication of results every year for the final semester theory papers and also for the candidates who fail in only one theory paper of the previous semesters. Students, who wish to apply for special supplementary End of Semester examinations, can do so within 7 days from the date of publication of results.

Malpractice cases, if any, will not be permitted to appear for <u>Supplementary Examination</u>

The details of the ESE is as follows:

External Component			
Assessment type	**Comprehensive**	**Maximum mark**	**% of Weightage**
External Exam	3 hours examination	100	50
	Grand total (CIA+ESE)		**100**

7. CONDUCT OF EXAMINATION

- Chief Superintendent of exams will be the Principal or a person appointed by him. The conduct of end of semester examination lies with the team headed by the Chief Superintendent.
- Time-table for examinations will be finalized the office of the Controller of Examinations and will be displayed well in advance i.e., 20 days prior to the commencement of examination.
- The Hall tickets for eligible students will be issued **5** days prior to the commencement of examination.
- For Subjects like Environmental Studies, Value Education etc. End Semester Examinations may be conducted on-line or along with the regular ESE.

8. VALUATION

- Valuation of the answer scripts are undertaken at the central valuation camp lead by the Controller of Examination or the Camp Officer appointed by the Controller of Examinations.
- Single valuation of answer scripts by external examiners is adopted for both UG and PG courses.

9. PUBLICATION OF RESULTS

The Examination results will be published on the web during the second / third week of May for the II, IV and VI semester examinations and during the second / third week of December for the I, III and V semester examinations

PROVISION FOR OBTAINING PHOTOCOPY AND REVALUATION OF VALUED ANSWER SCRIPTS

- ❖ A student can request the Principal for a photocopy of the answer book within seven days from the announcement of the results. Such requests should be endorsed by the HOD and submitted along with the prescribed fees for forward transcription to the COE.
- ❖ Students intending to go for revaluation after obtaining the photocopy of the answer script, shall apply to the COE in the prescribed format along with fees duly endorsed by the HOD and Principal. The application should reach the COE within 7 days from receipt of the photocopy of the answer script.
- ❖ Revaluation /obtaining photocopy of answer scripts is permissible only for the current semester papers and not for any arrear paper.
- ❖ For re-valuation, the answer papers will be valued by two external examiners separately and the average mark of the valuations will be taken into account.
- ❖ The revaluation results will be forwarded to the Principal within 15 working days.
- ❖ Revised mark statement will be issued after withdrawing the previous one, if the marks obtained in revaluation are higher than the marks obtained earlier. In other cases, the original marks obtained earlier will be retained and the matter will be intimated to the student concerned as 'No change'.

10. CLASSIFICATION OF PERFORMANCE – GRADING SYSTEM FOR THE SEMESTER

A candidate shall be declared to have qualified for the award of the Degree provided the candidate has successfully completed the Programme requirements and has passed all the prescribed subjects of study in all the semesters.

Conversion of Marks to Grade Points and Letter Grade (Performance in a paper/course)

Range of Marks		Grade Points		Letter Grade		Description	
PG & UG		PG & UG		PG & UG		PG & UG	
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	
PG	UG	PG	UG	PG	UG	PG	UG
00-49	40-49	0.0	4.0-4.9	U	C	Re-appear	Satisfactory
	00-39		0.0		U		Re-appear
ABSENT		0.0		AAA		ABSENT	
B.Com (Hons)		B.Com (Hons)		B.Com (Hons)		B.Com (Hons)	
00-59		0.0		U		Reappear	

Classification of Grades

CGPA		GRADE		CLASSIFICATION OF FINAL RESULT	
PG & UG		PG & UG		PG & UG	
9.5-10.0		O+		First Class – Exemplary*	
9.0 and above but below 9.5		O		First class- outstanding*	
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			
PG	UG	PG	UG	PG	UG
0.0 and above but below 5.0	4.5 and above but below 5.0	U	C+	Re – appear	Third Class
	4.0 and above but below 4.5		C		
	0.0 and above but below 4.0		U		Re- appear

* The candidates who have passed in the first appearance and within the prescribed semester of the UG/PG Programme (Core, Allied, Elective, Project and Internship courses) alone are eligible.

Grading For a Semester/Year:

GRADE POINT AVERAGE [GP] = $\sum_i C_i G_i / \sum_i C_i$

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

For the entire programme:

CUMULATIVE GRADE POINT AVERAGE [CGPA] = $\sum_n \sum_i C_{ni} G_i / \sum_n \sum_i C_{ni}$

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

(CGPA is calculated only if the candidate has passed in all the courses in the entire programme)

C_1 = Credits earned for course i in any semester / year.
G_1 = Grade Point obtained for course i in any semester / year.
n refers to the semester/year in which such courses were credited.
C_i = Credits earned for course i in any semester.
G_n = Grade Points obtained for course i in any semester.
n refers to the semester in which such courses were credited

Passing Minimum

- For all U.G.Programme except B.Com (Hons) passing minimum of each subject is 40% in CIA, 40% in E.S.E and 40% in aggregate i.e., CIA + ESE
- For B.Com (Hons)
  a)No passing minimum for internal b) For ESE, passing minimum is 50% for languages, NME, value education, EVS and 60% for core subjects/internship/project and viva voce c) In aggregate the passing minimum (Ext + Int) is 50% for for languages, NME, value education, EVS and 60% for core subjects/internship/project and viva voce.

- Passing minimum of each subject/course under PG Programme is 50% in CIA, 50% in ESE and 50% in aggregate i.e., CIA + ESE
- Passing minimum of each subject under Career Oriented Programmes, Certificate Courses and Diploma courses is 40% in CIA and ESE and 40% in aggregate i.e., CIA + ESE. Both UG and PG students are at liberty to study these courses jointly
- Passing minimum for each PG Diploma course offered by a PG Department as a part of the curriculum to its students is 50% in ESE and 50% in aggregate i.e., CIA + ESE, since graduates alone are admitted to these Courses

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11. **REQUIREMENT FOR PROCEEDING TO SUBSEQUENT SEMESTER**
(a) Candidates shall register their names for the first semester examination after admission in the UG courses.

(b)   Candidates shall be permitted to proceed from the first semester up to final semester irrespective of their failure in any of the semester examinations subject to the condition that the candidate should register for all the arrear subjects of earlier semesters along with current (subsequent) semester subjects

12. ISSUE OF CERTIFICATES

1. Marksheet

Mark sheets will be issued every semester to all students who have taken the examination.

2. Consolidated Mark Sheet

Consolidated mark sheets will be given to final year students along with total credits earned only to those who have passed all the papers prescribed for the respective degree.

3. Transcript

Students who are desirous to obtain any other certificates like Transcript certificates for joining courses of study in other Universities in India or abroad or for obtaining scholarships, can obtain these certificates from the office of the Controller of Examinations. A requisition letter duly signed by the Student and forwarded by the Principal along with fee challan is to be submitted to the office of the Controller of Examinations. The certificates will be provided within 15 working days.

4. Provisional Certificate

A copy of the results of the successful final year students will be sent to the University of Madras in the prescribed format in July/August and the University will issue a Provisional Certificate through the College. This may take around 2 months.

5. Corrections in the Certificates

Any corrections like name, date of birth etc., can also be made in the certificate. A letter of request duly signed by the student, HOD and Principal along with the prescribed fee paid challan is to be forwarded to the office of the Controller of Examinations. The time line to update will be 15 working days. The amount once paid will not be refunded under any circumstances.

6. Issue of Duplicate Mark Sheet

In case of loss of mark sheet / certificate, a duplicate may provided after submitting a non-traceable certificate issued from the Police station duly signed by an Inspector or Sub Inspector. A requisition letter duly signed by the Principal along with the requisite fees should also be submitted to the office of the Controller of Examinations. Certificates which are torn will not be replaced.

7. Duplicate Provisional Certificate / Degree Certificate :

Students have to apply directly to the University of Madras for duplicate provisional certificate and degree certificate.

8. Verification of Qualification

The agencies who requests for verification of educational qualifications of students under autonomous mode of this college and students who opt for higher studies / employment and who requires verification of educational qualification, shall apply to the Principal to this effect along with the prescribed fees. The letter of request has to be forwarded to the OCOE. The relevant certificate will be issued within 15 working days from the office of the Principal.

13. CONVOCATION AND NOTICE

1. Convocation

Students must apply for their Degree certificates along with copy of the provisional certificates in the application form issued by University of Madras and submit the same in the college office on or before the last date fixed by the college. Every year after the Convocation held by University of Madras, the college will hold a Graduation day / convocation in which the Degree certificates will be distributed to the students who are present. For others it will be issued through the college admin office.

2. Notice

Candidates who have completed the duration of the course and left the College, can get information regarding Supplementary Examinations, issue of examination application forms, certificates and application for Graduation day through the college web site and general notice board. Regular students will however be informed of the examinations by circulation, in addition to the modes mentioned above.

No candidate will be communicated individually.

The liability lies on the candidates for their certificates. The College shall not be liable for whatever lapse that occurs due to the ignorance of the candidates.

END SEMESTER EXAMINATION QUESTION PAPER PATTERN FOR THEORY PAPERS WITHOUT PRACTICAL

QUESTION ALLOTMENT	MAXIMUM 100 MARKS PASSING MINIMUM 40 MARKS THREE HOURS DURATION
QUESTION 1-12 Answer any 10 questions	PART-A (10X2=20 MARKS) ANSWER ANY 10 QUESTIONS EACH QUESTION CARRIES 2 MARK
QUESTION 13-20 Answer any FIVE out of 8	PART-B (5X 8=40) ANSWER ANY FIVE QUESTIONS EACH QUESTION CARRIES 8 MARKS
QUESTION 21 TO 24 Answer any TWO out of 4	PART-C (2X 20=40 MARKS) ANSWER ANY TWO QUESTIONS EACH QUESTION CARRIES 20 MARKS