



# Guru Nanak College (Autonomous)

(Affiliated to University of Madras & Re-Accredited At "A" Grade by NAAC)

No. 161, Guru Nanak Salai, Velachery, Chennai - 600042, Tamil Nadu

Website: [www.gurunanakcollege.edu.in](http://www.gurunanakcollege.edu.in)

1.2.2 Percentage of Programmes in which Choice Based Credit System (C3CS)/elective course system has been implemented

## Supporting Documents

### || ACADEMIC COUNCIL MINUTES OF MEETING ||

	<b>GURU NANAK COLLEGE (AUTONOMOUS)</b> Affiliated to the University of Madras Accredited by NAAC at "A" Grade. ISO Certified (9001 - 2015) Guru Nanak Salai, Velachery, Chennai - 600 042.
<b>CERTIFIED DOCUMENTS</b>	
METRIC NO. : ..... <u>1.2.2</u> .....	
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 PRINCIPAL	

**GURU NANAK COLLEGE**  
**(AUTONOMOUS)**  
**VELACHERY, CHENNAI – 600 042**



**THE FIRST MEETING OF THE ACADEMIC COUNCIL**

**Date: Tuesday, 05<sup>th</sup> January, 2016**

**Time: 11.00 a.m**

**Place: Guru Ramdas Seminar Hall**

**Guru Nanak College**

**Chennai-600 042**



**GURU NANAK COLLEGE (AUTONOMOUS)**  
**VELACHERY MAIN ROAD, CHENNAI-600 042**

**THE FIRST MEETING OF THE ACADEMIC COUNCIL**

**Place of Meeting: Guru Ramdas Seminar Hall**

**Date: Tuesday, 5<sup>th</sup> January, 2016      Time: 11.00 a.m**

**LIST OF MEMBERS**

SL.NO.	NAME & DESIGNATION
<b><i>Chairman</i></b>	
1.	<b>Dr. M. Selvaraj,</b> Principal, Guru Nanak College Velachery, Chennai.
<b><i>Nominees of the University of Madras (Three Persons)</i></b>	
2.	<b>Dr. K. Ramesh</b> Associate Professor, Dept. of Economics Presidency College, Chennai
3.	<b>Dr. B. Senthil Kumar</b> Professor & Head, Dept. of Zoology Thiruvallur University, Vellore
4.	<b>Dr. R. Rangarajan</b> Professor, Dept. of Commerce University of Madras, Chennai
<b><i>Experts from Outside College nominated by Governing Body (Four Persons)</i></b>	
5.	<b>Mr. H. Karthik Seshadri</b> Advocate, Partner Iyer & Thomas, Chennai
6.	<b>Mrs. Anitha Rajendran</b> Associate Professor, Women's Christian College, Chennai
7.	<b>Dr. Leo Alexander</b> Associate Professor, Loyola College, Chennai
8.	<b>Dr. Uma Rani</b> Professor, Dept. of Commerce Dr. M.G.R. University, Maduravoyal, Chennai
<b><i>Heads of the Departments (Thirty Persons)</i></b>	
9.	<b>Dr. C. Murthi</b> Associate Professor & Head, Dept. of Economics Guru Nanak College, Chennai
10.	<b>Dr. M.V. Arulalan</b> Associate Professor & Head, Dept. of Commerce Guru Nanak College, Chennai

SL.NO.	NAME & DESIGNATION
11.	<b>Mr. K.G. Sanjeevi Babu</b> Associate Professor & Head, Dept. of Chemistry Guru Nanak College, Chennai
12.	<b>Mr. Senthil Vairavan</b> Assistant Professor, Dept. of Zoology Guru Nanak College, Chennai
13.	<b>Mrs. M. Shanthi</b> Assistant Professor, Dept. of Mathematics Guru Nanak College, Chennai
14.	<b>Dr. M.K. Shakila</b> Director, Dept. of MBA Guru Nanak College, Chennai
15.	<b>Dr. P.V. Kumaraguru</b> Head, Dept. of MCA Guru Nanak College, Chennai
16.	<b>Mr. M. Sivaraj</b> Associate Professor, Dept. of Economics Guru Nanak College, Chennai
17.	<b>Dr. S.V. Raghavan</b> Associate Professor & Head, Dept. of Defence and Strategic Studies Guru Nanak College, Chennai
18.	<b>Mr. T. Subramaniam</b> Associate Professor & Head, Dept. of Mathematics Guru Nanak College, Chennai
19.	<b>Dr. K. Namasivayam</b> Associate Professor & Head, Dept. of Physics Guru Nanak College, Chennai
20.	<b>Mrs. R.M. Ezhilarasi</b> Associate Professor, Dept. of Chemistry Guru Nanak College, Chennai
21.	<b>Dr. S. Natarajan</b> Associate Professor & Head, Dept. of Plant Biology and Plant Bio Technology Guru Nanak College, Chennai
22.	<b>Dr. K.P. Sanjayan</b> Dean (Academics) Associate Professor & Head, Dept. of Advanced Zoology and Bio Technology Guru Nanak College, Chennai
23.	<b>Mrs. C.R. Marcelin Vasantha</b> Assistant Professor & Head i/c, Dept. of Visual Communication Guru Nanak College, Chennai



SL.NO.	NAME & DESIGNATION
24.	<b>Mrs. R. Rajini Surendranath</b> Assistant Professor & Head, Dept. of Computer Science Guru Nanak College Chennai
25.	<b>Mrs. V. Devi</b> Assistant Professor & Head, Dept. of Computer Applications Guru Nanak College, Chennai
26.	<b>Mrs. Anitha Malisetty</b> Deputy Dean (Academics), Assistant Professor & Head, Dept. of Business Administration Guru Nanak College, Chennai
27.	<b>Mrs. R. Geetha</b> Assistant Professor & Head, Dept. of Commerce (General) Guru Nanak College, Chennai
28.	<b>Dr. I. Babu Rathinam</b> Associate Professor & Head, Dept. of Corporate Secretaryship Guru Nanak College, Chennai
29.	<b>Mrs. Gayathri Harikumar</b> Assistant Professor & Head, Dept. of Commerce (Accounting & Finance) Guru Nanak College, Chennai
30.	<b>Mrs. S. Shoba</b> Assistant Professor & Head i/c, Dept. of Commerce (Honours) Guru Nanak College, Chennai
31.	<b>Mrs. R. Rama</b> Assistant Professor & Head i/c, Dept. of Commerce (Banking Management) Guru Nanak College, Chennai
32.	<b>Dr. R. Purushothaman</b> Assistant Professor & Head i/c, Dept. of Commerce (Marketing Management) Guru Nanak College, Chennai
33.	<b>Mrs. V. Aswini</b> Assistant Professor & Head i/c, Dept. of Commerce (Information System and Management), Guru Nanak College, Chennai
34.	<b>Dr. M. Murthi</b> Associate Professor & Head, Dept. of Tamil Guru Nanak College, Chennai

SL.NO.	NAME & DESIGNATION
35.	<b>Dr. Swati Paliwal</b> Assistant Professor & Head, Dept. of Hindi Guru Nanak College, Chennai
36.	<b>Mr. R. Ramesh</b> Assistant Professor & Head, Dept. of Sanskrit Guru Nanak College, Chennai
37.	<b>Mr. N. Asogar</b> Assistant Professor & Head, Dept. of French Guru Nanak College, Chennai
38.	<b>Dr. C.N. Eswari</b> Associate Professor & Head, Dept. of English Guru Nanak College, Chennai
<b><i>Teachers Representing Different Categories (Four Persons)</i></b>	
39.	<b>Dr. T.K. Avvaikothai</b> Associate Professor, Dept. of Commerce Guru Nanak College, Chennai
40.	<b>Dr. J. Jayanthi</b> Associate Professor Dept. of Advanced Zoology and Plant Biology Guru Nanak College, Chennai
41.	<b>Dr. K. Kulasekar</b> Associate Professor, Dept. of Defence and Strategic Studies, Guru Nanak College, Chennai
42.	<b>Dr. N.C. Rajashree</b> Associate Professor, Dept. of MBA Guru Nanak College, Chennai
<b><i>Faculty Member Nominated by the Principal (Member Secretary)</i></b>	
43.	<b>Dr. Gunita Arun Chandhok</b> Director Guru Nanak College, Chennai
<b><i>Special Invitees</i></b>	
44.	<b>Mr. Manjit Singh Nayar</b> General Secretary Correspondent Guru Nanak College, Chennai
45.	<b>Dr. S. Savithri</b> Deputy Dean (Academics), Assistant Professor Department of English Guru Nanak College, Chennai



# **GURU NANAK COLLEGE (AUTONOMOUS)**

**VELACHERY MAIN ROAD, CHENNAI-600 042**

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## **THE FIRST MEETING OF THE ACADEMIC COUNCIL**

**Place of Meeting: Guru Ramdas Seminar Hall**

**Date: Tuesday, 5<sup>th</sup> January, 2016**

**Time: 11.00 a.m**

### **Agenda**

- College Prayer
- Welcome Address and Introduction of Academic Council Members - Dr.M.Selvaraj, Principal
- Brief on Board of Studies conducted and on syllabus & credit structure (Both University and Autonomous) Dr.K.P.Sanjayan, Dean (Academics)
- Presentation of Resolutions Passed in the Board of Studies - Heads of various departments
- Approval from Academic Council Members - Dr.Gunita Arun Chandhok, Member Secretary
- Vote of Thanks – Dr. Savithri, Asst. Prof. Dept. of English & Deputy Dean (Academics)

## MINUTES OF THE MEETING

I After the invocation, the meeting was called to order by the Chairman.

II The Chairman. presented the introductory remarks.

Honourable members of the Academic Council

I take immense pleasure in welcoming you all for the first meeting of the Academic Council of Guru Nanak College being held today.

Guru Nanak College was started in the year 1971 by a group of enterprising visionaries from the Sikh community. 25 acres of land was carved out of the Raj Bhavan grounds and gifted by the then Government of Tamil Nadu. The college which began as an institution for men with just 450 students has recorded exponential growth and is now a full-fledged co-educational and research institution functioning in two shifts with 20 UG courses, 7 PG courses, 2 M.Phil and 10 Ph.D. programmes with a students' strength that exceeds 5000.

Guru Nanak College believes in imparting quality education to the under privileged sections of society. The College Management spares no effort to encourage needy students to pursue their higher education. Scholarships given by the Central and State governments and NGOs are offered to the students. A free meal scheme called "Langar" has been introduced and about 300 students are provided with lunch every day.

### THE PATH TOWARDS AUTONOMY

**The College has been granted the Autonomy status in 2015.**

I am proud to report to you that the UGC has granted fresh autonomous status to our college for a period of six years w.e.f. 2015-2016 batch. With the grant of Autonomy status to the institution, many developments have been made.

To enrich our academic programmes, the office of the Dean Academics was established. Dr. K.P. Sanjayan was appointed as the Dean-Academics and Dr. S. Savithri and Mrs. Anitha Malisetty were appointed as Deputy Deans (Academics). It is the responsibility of office of the Dean to frame the regulations and guidelines for the curriculum development.

Adhering to the regulations of the University of Madras, the office of the Dean adopted CBCS pattern with grades under the semester system and framed the guidelines to be followed from the academic year 2015 onwards. (Annexure I). The Board of Studies in various disciplines were constituted and meetings were held during month of October, 2015.

The Office of the Controller of Examinations is in place and is fully functional with a team of staff headed by a Controller of Examinations. Dr. N.C.Rajashree was appointed as the Controller of Examinations. She was ably assisted by Ms. Vidya Satya Narayana, the Technical Head and 10 supporting staff.

The College introduced two post graduate courses, namely M.Sc.Mathematics and M.Sc. Zoology. Based on the popular demand for Commerce, the college has introduced 3 new courses in the



Commerce stream. They are B.Com(Banking Management), B.Com.(Marketing Management), and B.Com.(Information System Management). Besides this additional sections have been added to the already existing B.Com. (Accounting & Finance) and BBA.

## ACHIEVEMENTS

The College was re-accredited at 'A-Grade' by NAAC in 2013.

The College has applied for the **“College with Potential for Excellence”** status and we are confident of being granted the same.

The College has been steadily climbing up the ladder of success and in a survey conducted by **India Today** for listing India's Best Colleges in 2015; it has been placed in the 35<sup>th</sup> position in the science stream which is an improvement from its previous 45<sup>th</sup> position. This year the Commerce stream has made its entry and is placed in the 39<sup>th</sup> position. Guru Nanak College which was earlier ranked as the 7<sup>th</sup> best college in Tamil Nadu has now climbed up to the 6<sup>th</sup> rank. Here, it is significant to note that Guru Nanak College is 1<sup>st</sup> among the non-autonomous colleges affiliated to the University of Madras.

## INFRASTRUCTURE

A state of the art 'GURU HARKRISHAN' Block was inaugurated on April 12, 2015. The 56000 sq. ft building block has 27 architecturally designed class rooms which were constructed at an estimated cost of about 15 crores. The building has 10 smart classrooms and provision for language labs. The rooms are well ventilated with natural lighting. Each classroom has a capacity to accommodate about 70 students. It has infrastructural facilities which are friendly for the disabled. It also houses the Offices of the Principal, the Director and a Board room.

On 12th April 2015, 'GURU HARKRISHAN' Block was inaugurated by the Hon'ble Union **Minister of State for Human Resources Development (Higher Education) Government of India, Prof. Dr. Ram Shankar Katheria** in the presence of the Guru Nanak College Governing Council Members.

A separate wing with 5000 sq.ft. builtup area is exclusively provided for Controller of Examinations Office at a cost of Rs. 30.00 Lakhs.

## UNIVERSITY RESULTS

The performance of our students in the University Examinations has been consistently impressive. The number of graduates passing through the portals of the College, records a steady increase. This year we have 18 University rank holders. I congratulate the rank holders and the departments of Economics, Defence and Strategic Studies, Chemistry, Plant Biology and Plant Biotechnology and Advanced Zoology and Biotechnology for this commendable achievement.

## PLACEMENT

This Academic year more than 300 students got placed in different companies. Around 17 companies visited the campus for direct recruitment and 4 to 5 companies invited our students for off campus recruitment. Some of the noteworthy companies that visited our campus are Sutherland Global Services, CAPGEMINI, Cognizant, Just Dial, TCS, 2Adpro, Tech Mahindra, ICICI Prudential, HCL, Agility Global Integrated Logistics, Kotak Securities, Domex, Exeter Premedia Services Pvt. Ltd., Serco Global Services, HP Computers, etc. Our students also participated in off campus placement drives for the companies like SPI Global, BNY Mellon, Mphasis, RBS, etc.

## **SPORTS**

Our college cricket grounds and pavilion stands next only to M A Chidambaram stadium because of which we are able to contribute national level cricketers such as Sadagopan Ramesh, L.Balaji...etc. All the leading Indian cricket players such as Sachin Tendulkar, Kapil Dev, Sunil Gavaskar, Anil Kumbli, Harbhajan Singh to mention just a few have played in the Guru Nanak College cricket pitch. The test match between India and Australia- a tie match was replayed in our ground. The Students of our College have won many laurels in the sports arena, particularly in the field of cricket. At the National Level, Aparajith, III B.Com got selected for India A team. At the State Level, the students selected for the Tamil Nadu Ranji Cricket team are: Aparajith-III B.Com., Indrajith-III B.Com., (Vice Captain), Sharukh Khan-III B.Com, B.Rahul-II MA.Eco., and S.Lokeshwar, D.Anchit & S.Aravind. Our college teams actively took part in sports events organized by University of Madras A-Zone. In Inter-collegiate Sports Events, our college Kho kho team won the runner up position in “Buck Tournament” conducted by YMCA college of Physical Education. Throw Ball (Men) team won the First Position in the Independence Day cup conducted by SDAT Chennai. The first edition of the Pavit Singh Memorial T20 cricket Tournament for Men was instituted by our Secretary and Correspondent in the memory of his son. The winners were awarded Rs 20,000 and a trophy and the runners were awarded Rs 10,000 and trophy.

## **RESEARCH ACTIVITIES**

58 members of the teaching faculty are Doctorates, 26 of them are recognized research guides for the University of Madras and 5 for other Universities, 19 students were awarded Ph.D. degrees this academic year. The faculty have presented 82 research papers and published 19 papers in refereed journals. The research projects funded by UGC, CSIR, DST and ICAR total 1.5 crores. The bi-annual Guru Nanak Journal of Multidisciplinary Research is outstanding in quality. Gill Research institute is actively engaged in research.

## **CONTINUOUS UPDATION OF OUR FACULTY THROUGH FDP PROGRAMMES**

Our college has been conducting various conferences, workshops, etc to keep our staff, students and research scholars to meet the complex needs of the present day demands. For instance, a one day faculty development programme on “Case Analysis” was organized by the MBA Department on 19th September 2015. Dr. Jayashree Suresh, Dean, Department of Management Studies, SRM University was the resource person.

## **LIBRARY AND INFORMATION CENTRE**

Our librarian Mr.Senthil Kumar leaves no stone unturned in attracting the students as well as the faculty, in utilizing the facilities to the maximum through innovative means. For instance, a record is maintained to track the frequency of visits to the library by the students and teachers. At the end of every month, the most frequent student/teacher is honoured in the weekly assembly held on every Monday. This encouragement builds a competition among students to visit the library more frequently.

The Department of Library, in association with Noolagam Pesugiradhu (Tamil Magazine), Society for Advancement in Library Science and Kalam Sindhanai Peravai organised a one day seminar in commemoration of the 84th birthday of our beloved people's President Dr.A.P.J.Abdul Kalam as “Youth Renaissance Day”. Inter-collegiate competitions in essay, Poetry and drawing were conducted under the topics “Kalam in Kanavu India” and “Ennai Kavarndha Kalam”, for the college students from Chennai, Thiruvallur and Kanchipuram districts. About 323 students from 31 colleges participated. Winners were awarded cash prizes and certificates. Dhinamani Cartoonist Mr.Mathi,

Maruthvar.Ku.Sivaraman and the popular speaker in media talk show, Prof. Parveen Sultana was a resource person in the same event.

## **EXTENSION SERVICES**

Teaching, Research and Extension are the three major objectives of Tertiary level of Education. Guru Nanak College has been paying equal attention to all these three aspects in our curriculum. The recent floods in Chennai caused havoc in the day to day lives of the people irrespective of religious or economic background. The flurry of flood due to unprecedented torrential rain during the first week of December has taught us many a valuable lesson to the people divided among themselves..

Our Secretary and Correspondent Sardar Manjeet Singh Nayyar, finds happiness in providing free lunch through a common kitchen that he constructed in the memory of his only son Pavit Singh Nayyar whom he lost in an accident. This kitchen provides free food to about 300 students. He took no time to decide to get into flood relief on 1<sup>st</sup> December, 2015, the very day the city was flooded. Our college played a Himalayan role in providing food, water, relief materials and immediate necessity and accommodation. Over 2 lakh food packets were prepared in our langar kitchen with over 100 volunteers through the volunteer students, staff and neighbours home guards who pitched in to help. Our home guards were led by Mr.Viswanathan IPS for which our Secretary is the Commandent.

Even till date the flood relief work has been continuing through medical camps in the campus where a doctor and a staff nurse attend to the health needs of the suffering masses by providing free medical services. Our NSS, NCC, Rotaract, Youth Red Cross, Consumer Club are functioning with the sole motive of educating the youth about their social responsibility.

## **VISIT TO OUR CAMPUS BY DISTINGUISHED PERSONALITIES**

The distinguished personalities from various walks of life who visited our college on the occasion of our convocation were the **Hon Minister for Urban Development Mr.Venkaiah Naidu** and **Hon Judge Satish Agnihotri** for shift I and II respectively.

I place my sincere thanks to the members of the management in general and in particular to our General Secretary and Correspondent Sardar Manjit Singh Nayar for all his coordinated support and guidance in all our endeavors. I also thank the members of the Board of Studies, staff and students for their cooperation for the exponential growth and development of the college.

I look forward to your cooperation and valuable contribution to the deliberations in the current meeting and in future.

### **III Introduction of the members.**

The Chairman introduced all the members to the Academic Council

### **IV Business brought forward by the Principal**

**Item-1** : Dr.C.Murthi moved that the recommendation of the Board of Studies in Economics Meeting held on 07.10.2015 regarding the Regulations and Syllabus of B.A. degree in Economics. (Appendix-1, R & S), be passed.

M.Sivaraj seconded the motion.

Resolved that the recommendation of the Board of Studies in Economics Meeting held on 07.10.2015 regarding the Regulations and Syllabus of B.A. degree in Economics. (Appendix-1, R & S), is passed.

**Item-2 :** Dr.S.V.Raghavan moved that the recommendation of the Board of Studies Meeting held on 07.10.2015 regarding the Regulations and Syllabus of B.A. degree in Defence and Strategic Studies. (Appendix-2, R & S), be passed.

Ms.Anitha Malisetty Seconded the motion.

Resolved that the recommendation of the Board of Studies Meeting held on 07.10.2015 regarding the Regulations and Syllabus of B.A. degree in Defence and Strategic Studies. (Appendix-2, R & S), is passed.

**Item-3 :** Dr.K.G.Sanjeevi Babu moved that the recommendation of the Board of Studies Meeting held on 07.10.2015 regarding the Regulations and Syllabus of B.Sc. degree in Mathematics. (Appendix-3, R & S) be passed.

Dr.Sanjayan seconded the motion.

Resolved that the recommendation of the Board of Studies Meeting held on 07.10.2015 regarding the Regulations and Syllabus of B.Sc. degree in Mathematics. (Appendix-3, R & S) is passed

**Item-4 :** Dr.K.Namasivayam moved that the recommendation of the Board of Studies Meeting held on 19.10.2015 regarding the Regulations and Syllabus of B.Sc. degree in Physics. (Appendix-4, R & S) be passed

Dr.I Babu Rathinam seconded the motion.

Resolved that the recommendation of the Board of Studies Meeting held on 19.10.2015 regarding the Regulations and Syllabus of B.Sc. degree in Physics. (Appendix-4, R & S) is passed

**Item-5 :** Ms.R.M.Ezhilarasi moved that the recommendation of the Board of Studies Meeting held on 07.10.2015 regarding the Regulations and Syllabus of B.Sc. degree in Chemistry. (Appendix-5, R & S) be passed.

Ms.R.Rama seconded the motion.

Resolved that the recommendation of the Board of Studies Meeting held on 07.10.2015 regarding the Regulations and Syllabus of B.Sc. degree in Chemistry. (Appendix-5, R & S) is passed

**Item-6 :** Dr.K.Namasivayam moved that the recommendation of the Board of Studies Meeting held on 06.10.2015 regarding the Regulations and Syllabus of B.Sc.



degree in Plant Biology and Plant Bio Technology. (Appendix-6, R & S) be passed.

Dr.R.Purushothaman seconded the motion.

Resolved that the recommendation of the Board of Studies Meeting held on 06.10.2015 regarding the Regulations and Syllabus of B.Sc. degree in Plant Biology and Plant Bio Technology. (Appendix-6, R & S) is passed

**Item-7 :** Dr.K.P.Sanjayan moved that the recommendation of the Board of Studies Meeting held on 06.10.2015 regarding the Regulations and Syllabus of B.Sc. degree in Advanced Zoology and Bio Technology. (Appendix-7, R & S) be passed.

Dr.M.Murthi seconded the motion

Resolved that the recommendation of the Board of Studies Meeting held on 06.10.2015 regarding the Regulations and Syllabus of B.Sc. degree in Advanced Zoology and Bio Technology. (Appendix-7, R & S) is passed.

**Item-8 :** Ms.R.Rajini Surendranath moved that the recommendation of the Board of Studies Meeting held on 06.10.2015 regarding the Regulations and Syllabus of B.Sc. degree in Computer Science. (Appendix-8, R & S) be passed.

Mr.R.Ramesh seconded the motion.

Resolved that the recommendation of the Board of Studies Meeting held on 06.10.2015 regarding the Regulations and Syllabus of B.Sc. degree in Computer Science. (Appendix-8, R & S) is passed.

**Item-9 :** Ms.C.R.Marcelin Vasantha moved that the recommendation of the Board of Studies Meeting held on 10.10.2015 regarding the Regulations and Syllabus of B.Sc. degree in Visual Communication. (Appendix-9, R & S) be passed.

Dr.Swati Paliwal seconded the motion.

Resolved that the recommendation of the Board of Studies Meeting held on 10.10.2015 regarding the Regulations and Syllabus of B.Sc. degree in Visual Communication. (Appendix-9, R & S) is passed.

**Item-10 :** Ms.Anitha Malisetty moved that the recommendation of the Board of Studies Meeting held on 07.10.2015 regarding the Regulations and Syllabus of B.B.A. degree. (Appendix-10, R & S) be passed.

Dr.C.N.Eswari seconded the motion.

Resolved that the recommendation of the Board of Studies Meeting held on 07.10.2015 regarding the Regulations and Syllabus of B.B.A. degree. (Appendix-10, R & S) is passed.

**Item-11** : Ms.V.Devi moved that the recommendation of the Board of Studies Meeting held on 07.10.2015 regarding the Regulations and Syllabus of B.C.A. degree. (Appendix-11, R & S) be passed.

Mr.N.Asogar seconded the motion.

Resolved that the recommendation of the Board of Studies Meeting held on 07.10.2015 regarding the Regulations and Syllabus of B.C.A. degree. (Appendix-11, R & S) is passed.

**Item-12** : Ms.R.Geetha moved that the recommendation of the Board of Studies Meeting held on 07.10.2015 regarding the Regulations and Syllabus of B.Com (General) degree. (Appendix-12, R & S) be passed.

Dr.M.V.Arulalan seconded the motion.

Resolved that the recommendation of the Board of Studies Meeting held on 07.10.2015 regarding the Regulations and Syllabus of B.Com (General) degree. (Appendix-12, R & S) is passed.

**Item-13** : Dr. I Babu Rathinam moved that the recommendation of the Board of Studies Meeting held on 07.10.2015 regarding the Regulations and Syllabus of B.Com (Corporate Secretaryship) degree. (Appendix-13, R & S) be passed.

Mr.K.G.Sanjeevi Babu seconded the motion.

Resolved that the recommendation of the Board of Studies Meeting held on 07.10.2015 regarding the Regulations and Syllabus of B.Com (Corporate Secretaryship) degree. (Appendix-13, R & S) is passed

**Item-14** : Mrs. Gayathri Harikumar moved that the recommendation of the Board of Studies Meeting held on 07.10.2015 regarding the Regulations and Syllabus of B.Com (Accounting and Finance) degree. (Appendix-14, R & S) be passed.

Mr.Senthil Vairavan seconded the motion.

Resolved that the recommendation of the Board of Studies Meeting held on 07.10.2015 regarding the Regulations and Syllabus of B.Com (Accounting and Finance) degree. (Appendix-14, R & S) is passed.

**Item-15** : Ms.S.Shoba moved that the recommendation of the Board of Studies Meeting held on 07.10.2015 regarding the Regulations and Syllabus of B.Com (Honours) degree. (Appendix-15, R & S) be passed.

Ms.M.Shanthi seconded the motion.

Resolved that the recommendation of the Board of Studies Meeting held on 07.10.2015 regarding the Regulations and Syllabus of B.Com (Honours) degree. (Appendix-15, R & S) is passed.

**Item-16 :** Ms.V.Aswini moved that the recommendation of the Board of Studies Meeting held on 07.10.2015 regarding the Regulations and Syllabus of B.Com (Information Systems Management) degree. (Appendix-16, R & S) be passed.

Dr.S.V.Raghavan seconded the motion.

Resolved that the recommendation of the Board of Studies Meeting held on 07.10.2015 regarding the Regulations and Syllabus of B.Com (Information Systems Management) degree. (Appendix-16, R & S) is passed.

**Item-17 :** Ms.R.Rama moved that the recommendation of the Board of Studies Meeting held on 06.10.2015 regarding the Regulations and Syllabus of B.Com (Banking Management) degree. (Appendix-17, R & S) be passed.

Dr.S.V.Raghavan seconded the motion.

Resolved that the recommendation of the Board of Studies Meeting held on 06.10.2015 regarding the Regulations and Syllabus of B.Com (Banking Management) degree. (Appendix-17, R & S) is passed.

**Item-18 :** Dr.R.Purushothaman moved that the recommendation of the Board of Studies Meeting held on 07.10.2015 regarding the Regulations and Syllabus of B.Com (Marketing Management) degree. (Appendix-18, R & S) be passed.

Dr.P.V.Kumaraguru seconded the motion.

Resolved that the recommendation of the Board of Studies Meeting held on 07.10.2015 regarding the Regulations and Syllabus of B.Com (Marketing Management) degree. (Appendix-18, R & S) is passed.

**Item-19 :** Dr.M.Murthi moved that the recommendation of the Board of Studies Meeting held on 07.10.2015 regarding the Regulations and Syllabus of Foundation Course in Tamil. (Appendix-19, R & S) be passed.

Dr.Sanjayan seconded the motion.

Resolved that the recommendation of the Board of Studies Meeting held on 07.10.2015 regarding the Regulations and Syllabus of Foundation Course in Tamil. (Appendix-19, R & S) is passed.

**Item-20 :** Dr.Swati Palliwal moved that the recommendation of the Board of Studies Meeting held on 07.10.2015 regarding the Regulations and Syllabus of Foundation Course in Hindi. (Appendix-20, R & S) be passed.

Ms.Ezhilarasi seconded the motion.

Dr.Swati Palliwal moved that the recommendation of the Board of Studies Meeting held on 07.10.2015 regarding the Regulations and Syllabus of Foundation Course in Hindi. (Appendix-20, R & S) is passed.

**Item-21 :** Dr.C.N.Eswari moved that the recommendation of the Board of Studies Meeting held on 06.10.2015 regarding the Regulations and Syllabus of Foundation Course in English. (Appendix-21, R & S) be passed.

Ms.Anitha Malisetty seconded the motion.

Resolved that the recommendation of the Board of Studies Meeting held on 06.10.2015 regarding the Regulations and Syllabus of Foundation Course in English. (Appendix-21, R & S) is passed.

**Item-22 :** Mr.R.Ramesh moved that the recommendation of the Board of Studies Meeting held on 07.10.2015 regarding the Regulations and Syllabus of Foundation Course in Sanskrit. (Appendix-22, R & S) be passed.

Ms.R.Rajini Surendranath seconded the motion.

Resolved that the recommendation of the Board of Studies Meeting held on 07.10.2015 regarding the Regulations and Syllabus of Foundation Course in Sanskrit. (Appendix-22, R & S) is passed.

**Item-23 :** Mr.N.Asogar moved that the recommendation of the Board of Studies Meeting held on 07.10.2015 regarding the Regulations and Syllabus of Foundation Course in French. (Appendix-23, R & S) be passed.

Ms.V.Devi seconded the motion.

Resolved that the recommendation of the Board of Studies Meeting held on 07.10.2015 regarding the Regulations and Syllabus of Foundation Course in French. (Appendix-23, R & S) is passed.

**Item-24 :** Dr.C.Murthi moved that the recommendation of the Board of Studies Meeting held on 07.10.2015 regarding the Regulations and Syllabus of M.A. degree in Economics. (Appendix-24, R & S) and M.Phil degree in Economics (Appendix – 24A, R & S) be passed.

Mr.M.Sivaraj seconded the motion.



Resolved that the recommendation of the Board of Studies Meeting held on 07.10.2015 regarding the Regulations and Syllabus of M.A. degree in Economics. (Appendix-24, R & S) and M.Phil degree in Economics (Appendix – 24A, R & S) is passed.

**Item-25 :** Mr.K.G.Sanjeevi Babu moved that the recommendation of the Board of Studies Meeting held on 07.10.2015 regarding the Regulations and Syllabus of M.Sc. degree in Chemistry (Appendix-25, R & S) be passed.

Dr.K.Namasivayam seconded the motion.

Resolved that the recommendation of the Board of Studies Meeting held on 07.10.2015 regarding the Regulations and Syllabus of M.Sc. degree in Chemistry (Appendix-25, R & S) is passed.

**Item-26 :** Ms.M.Shanthi moved that the recommendation of the Board of Studies Meeting held on 07.10.2015 regarding the Regulations and Syllabus of M.Sc. degree in Mathematics. (Appendix-26, R & S) be passed.

Dr.K.P.Sanjayan seconded the motion.

Resolved that the recommendation of the Board of Studies Meeting held on 07.10.2015 regarding the Regulations and Syllabus of M.Sc. degree in Mathematics. (Appendix-26, R & S) is passed.

**Item-27 :** Mr.V.Senthil Vairavan moved that the recommendation of the Board of Studies Meeting held on 06.10.2015 regarding the Regulations and Syllabus of M.Sc. degree in Zoology. (Appendix-27, R & S) and M.Phil. degree in Zoology (Appendix-27A, R & S) be passed.

Ms.R.M.Ezhilarasi seconded the motion.

Resolved that the recommendation of the Board of Studies Meeting held on 06.10.2015 regarding the Regulations and Syllabus of M.Sc. degree in Zoology. (Appendix-27, R & S) and M.Phil. degree in Zoology (Appendix-27A, R & S) is passed.

**Item-28 :** Dr.M.V.Arulalan moved that the recommendation of the Board of Studies Meeting held on 07.10.2015 regarding the Regulations and Syllabus of M.Com degree. (Appendix-28, R & S) be passed.

Dr.S.V.Raghavan seconded the motion.

Resolved that the recommendation of the Board of Studies Meeting held on 07.10.2015 regarding the Regulations and Syllabus of M.Com degree. (Appendix-28, R & S) is passed.

**Item-29 :** Dr.M.K.Shakila moved that the recommendation of the Board of Studies Meeting held on 06.10.2015 regarding the Regulations and Syllabus of M.B.A. degree. (Appendix-29, R & S) be passed.

Ms.C.R.Marcelin Vasantha seconded the motion

Resolved that the recommendation of the Board of Studies Meeting held on 06.10.2015 regarding the Regulations and Syllabus of M.B.A. degree. (Appendix-29, R & S) is passed.

**Item-30 :** Dr.P.V.Kumaraguru moved that the recommendation of the Board of Studies Meeting held on 06.10.2015 regarding the Regulations and Syllabus of M.C.A. degree. (Appendix-30, R & S) be passed.

Ms.R.Rajini Surendranath seconded the motion

Resolved that the recommendation of the Board of Studies Meeting held on 06.10.2015 regarding the Regulations and Syllabus of M.C.A. degree. (Appendix-30, R & S) is passed.

V. Dr.B.Senthil Kumar, Dr.K.Ramesh, Dr.Uma Rani and Dr.R.Rangarajan suggested a few measures for the enhancement of the curriculum. The Chairman accepted the suggestions.

The meeting was concluded at 12.45 pm.

Guru Ramdas Hall  
Guru Nanak College (Autonomous)  
Chennai

Dr.M.Selvaraj  
Principal

## **ANNEXURE - I**

### **RULES AND REGULATIONS**

**(Effective from the Academic Year 2016-17 and thereafter)**

#### **SEMESTER SYSTEM WITH CREDITS**

##### **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 years' duration with six semesters and the PG course is of two years' duration with four semesters. The odd semester includes 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 6<sup>th</sup> 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) Rotaract / 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 **31<sup>st</sup> 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:**

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.

#### **1. 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:

<b>C.I.A. Test</b>	<b>Schedule</b>	<b>Syllabus Coverage</b>
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:

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

The class activity relates to a programme of accepted innovative techniques such as seminars, quiz, portfolio 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 CIA 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 for 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:

<b>Percentage of General Attendance</b>	<b>Marks awarded</b>
90-100	5
75-89	4
60-75	3
<60	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:
  - i. He / She secures not less than 75% of attendance in the working days during the semester.
  - ii. His / Her conduct has been satisfactory
  - iii. He / She should have applied for the examination
  - iv. 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 Supplementary Examination**

The details of the ESE is as follows:

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

## **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.

## **2. 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.

### 3. 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‘.

### 4. 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 RES ULT	
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:

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

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

### For the entire programme:

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

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

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

$C_i$  = Credits earned for course i in any semester / year.

$G_i$  = 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**

- i. For all U.G. Programmes 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
- ii. For B.Com (Hons)  
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 languages, NME, value education, EVS and 60% for core subjects/internship/project and viva voce.
- iii. Passing minimum of each subject/course under PG Programme is 50% in CIA, 50% in ESE and 50% in aggregate i.e., CIA + ESE
- iv. 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
- v. 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

## **5. 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.



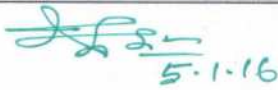
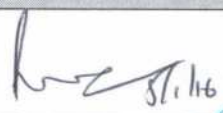

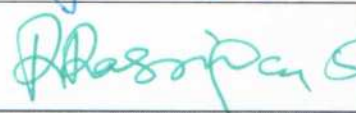
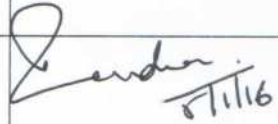


**GURU NANAK COLLEGE**  
(AUTONOMOUS)  
VELACHERY MAIN ROAD, CHENNAI-600 042

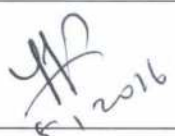
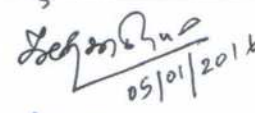
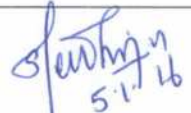
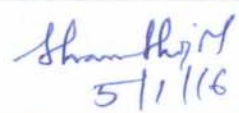
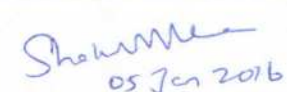


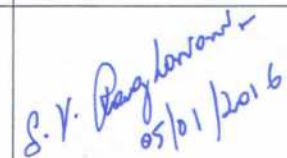
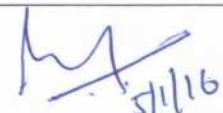
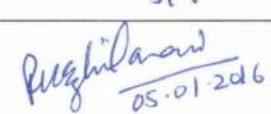
**THE FIRST MEETING OF THE ACADEMIC COUNCIL**

**Place of Meeting: Guru Ramdas Seminar Hall**




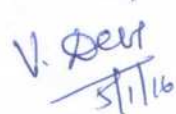



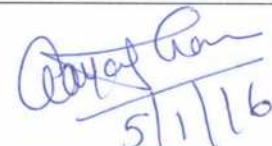
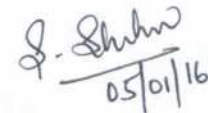
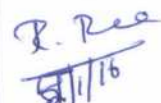
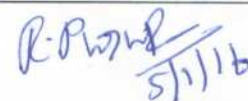
**Date : Tuesday, 5<sup>th</sup> January, 2016      Time: 11.00 a.m**

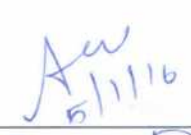
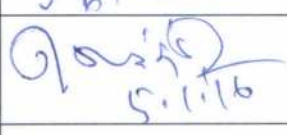
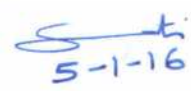
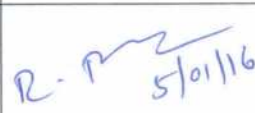

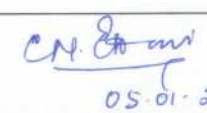
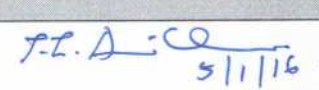
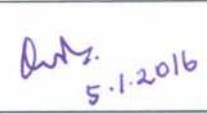
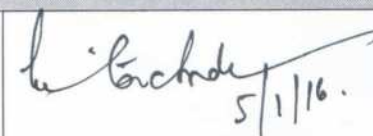

**LIST OF MEMBERS**

SL.NO.	NAME & DESIGNATION	SIGNATURE
<b>Chairman</b>		
1.	<b>Dr. M. Selvaraj,</b> Principal, Guru Nanak College Velachery, Chennai.	 5.1.16
<b>Nominees of the University of Madras (Three Persons)</b>		
2.	<b>Dr. K. Ramesh</b> Associate Professor, Dept. of Economics Presidency College, Chennai	 5.1.16
3.	<b>Dr. B. Senthil Kumar</b> Professor & Head, Dept. of Zoology Thiruvallur University, Vellore	 5.1.16
4.	<b>Dr. R. Rangarajan</b> Professor, Dept. of Commerce University of Madras, Chennai	 5.1.16
<b>Experts from Outside College nominated by Governing Body (Four Persons)</b>		
5.	<b>Mr. H. Karthik Seshadri</b> Advocate, Partner Iyyer & Thomas, Chennai	
6.	<b>Mrs. Anitha Rajendran</b> Associate Professor, Women's Christian College, Chennai	 5.1.16
7.	<b>Dr. Leo Alexander</b> Associate Professor, Loyola College, Chennai	
8.	<b>Dr. Uma Rani</b> - Professor, Dept. of Commerce Dr. M.G.R. University, Maduravoyal, Chennai	 5.1.16
<b>Heads of the Departments (Thirty Persons)</b>		
9.	<b>Dr. C. Murthi</b> Associate Professor & Head, Dept. of Economics Guru Nanak College, Chennai	

SL.NO.	NAME & DESIGNATION	SIGNATURE
10.	<b>Dr. M.V. Arulalan</b> Associate Professor & Head, Dept. of Commerce Guru Nanak College, Chennai	 5.1.2016
11.	<b>Mr. K.G. Sanjeevi Babu</b> Associate Professor & Head, Dept. of Chemistry Guru Nanak College, Chennai	 05/01/2016
12.	<b>Mr. Senthil Vairavan</b> Assistant Professor, Dept. of Zoology Guru Nanak College, Chennai	 5.1.16
13.	<b>Mrs. M. Shanthi</b> Assistant Professor, Dept. of Mathematics Guru Nanak College, Chennai	 5/1/16
14.	<b>Dr. M.K. Shakila</b> Director, Dept. of MBA Guru Nanak College, Chennai	 05 Jan 2016
15.	<b>Dr. P.V. Kumaraguru</b> Head, Dept. of MCA Guru Nanak College, Chennai	 5.1.16
16.	<b>Mr. M. Sivaraj</b> Associate Professor, Dept. of Economics Guru Nanak College, Chennai	 5.1.16
17.	<b>Dr. S.V. Raghavan</b> Associate Professor & Head, Dept. of Defence and Strategic Studies Guru Nanak College, Chennai	 05/01/2016
18.	<b>Mr. T. Subramanyam</b> Associate Professor & Head, Dept. of Mathematics Guru Nanak College, Chennai	
19.	<b>Dr. K. Namasivayam</b> Associate Professor & Head, Dept. of Physics Guru Nanak College, Chennai	 5/1/16
20.	<b>Mrs. R.M. Ezhilarasi</b> Associate Professor, Dept. of Chemistry Guru Nanak College, Chennai	 05.01.2016
21.	<b>Dr. S. Natarajan</b> Associate Professor & Head, Dept. of Plant Biology and Plant Bio Technology Guru Nanak College, Chennai	



SL.NO.	NAME & DESIGNATION	SIGNATURE
22.	<b>Dr. K.P. Sanjayan</b> Associate Professor & Head, Dept. of Advanced Zoology and Bio Technology Guru Nanak College, Chennai	
23.	<b>Mrs. C.R. Marcelin Vasantha</b> Assistant Professor & Head i/c, Dept. of Visual Communication Guru Nanak College, Chennai	
24.	<b>Mrs. R. Rajini Surendranath</b> Assistant Professor & Head, Dept. of Computer Science Guru Nanak College, Chennai	
25.	<b>Mrs. V. Devi</b> Assistant Professor & Head, Dept. of Computer Applications Guru Nanak College, Chennai	
26.	<b>Mrs. Anitha Malisetty</b> Assistant Professor & Head, Dept. of Business Administration Guru Nanak College, Chennai	
27.	<b>Mrs. R. Geetha</b> Assistant Professor & Head, Dept. of Commerce (General) Guru Nanak College, Chennai	
28.	<b>Dr. I. Babu Rathinam</b> Associate Professor & Head, Dept. of Corporate Secretaryship Guru Nanak College, Chennai	
29.	<b>Mrs. Gayathri Harikumar</b> Assistant Professor & Head, Dept. of Commerce (Accounting & Finance) Guru Nanak College, Chennai	
30.	<b>Mrs. S. Shoba</b> Assistant Professor & Head i/c, Dept. of Commerce (Honours) Guru Nanak College, Chennai	
31.	<b>Mrs. R. Rama</b> Assistant Professor & Head i/c, Dept. of Commerce (Banking Management) Guru Nanak College, Chennai	
32.	<b>Dr. R. Purushothaman</b> Assistant Professor & Head i/c, Dept. of Commerce (Marketing Management) Guru Nanak College, Chennai	

SL.NO.	NAME & DESIGNATION	SIGNATURE
33.	<b>Mrs. V. Aswini</b> Assistant Professor & Head i/c, Dept. of Commerce (Information System and Management), Guru Nanak College, Chennai	 5/1/16
34.	<b>Dr. M. Murthi</b> Associate Professor & Head, Dept. of Tamil Guru Nanak College, Chennai	 5.1.16
35.	<b>Dr. Swati Paliwal</b> Assistant Professor & Head, Dept. of Hindi Guru Nanak College, Chennai	 5-1-16
36.	<b>Mr. R. Ramesh</b> Assistant Professor & Head, Dept. of Sanskrit Guru Nanak College, Chennai	 5/01/16
37.	<b>Mr. N. Asogar</b> Assistant Professor & Head, Dept. of Frech Guru Nanak College, Chennai	 05/01/2016
38.	<b>Dr. C.N. Eswari</b> Associate Professor & Head, Dept. of English Guru Nanak College, Chennai	 05.01.2016
<b>Teachers Representing Different Categories (Four Persons)</b>		
39.	<b>Dr. T.K. Avvaikothai</b> Associate Professor, Dept. of Commerce Guru Nanak College, Chennai	 5/1/16
40.	<b>Dr. J. Jayanthi</b> Associate Professor Dept. of Advanced Zoology and Plant Biology Guru Nanak College, Chennai	
41.	<b>Dr. K. Kulasekar</b> Associate Professor, Dept. of Defence and Strategic Studies, Guru Nanak College, Chennai	
42.	<b>Dr. N.C. Rajashree</b> Associate Professor, Dept. of MBA Guru Nanak College, Chennai	 5.1.2016
<b>Faculty Member Nominated by the Principal (Member Secretary)</b>		
43.	<b>Dr. Gunita Arun Chandhok</b> Director Guru Nanak College, Chennai	 5/1/16
<b>Special Invitees</b>		
44.	<b>Mr. Manjit Singh Nayar</b> General Secretary and Correspondent Guru Nanak College, Chennai	
45.	<b>Dr.S.Savithri</b> Deputy Dean (Academics), Assistant Professor Department of English Guru Nanak College, Chennai	