



CAUVERY COLLEGE FOR WOMEN (AUTONOMOUS)

Nationally Accredited (III Cycle) with “A” Grade by NAAC

ISO 9001:2015 Certified

Affiliated to Bharathidasan University

**An Institution of Reddy Educational Trust, Annamalai Nagar,
Tiruchirappalli-620018**

AUTONOMY MANUAL

VOLUME 2 – 2022

COAT OF ARMS

The college coat of arms heralds six symbols of ethnicity and pride. At its heart, the coat of arms bears the image of the Rockfort, which symbolizes the geographical and cultural heritage of the city. A full bloomed lotus with a book on its top symbolizes intellectual blossoming and sustaining the purity of mind amidst of adversities. The college is christened after the perennial river Cauvery which symbolizes youth, freshness, vigour and fulfilment. The legendary ‘Rajagopuram’ of the Srirangam Temple is the tallest gopuram in Asia and stands as a representation of lofty thoughts and deeds which the institution represents. The five faced lamp – “Kuthuvilakku” is a metaphoric representation of the light of knowledge dispelling the darkness of ignorance. This aim of the institution is represented by the image of a graduate scholar, that endeavors to provide academic excellence, employability skills and self-determination.

The motto of the college is “Karka”, “Nirka”, which is inscribed in classical Tamil language. It is the essence of the famous Thirukkural couplet 391 written by the classical poet Thiruvalluvar. “Karka” means “to acquire’ (learning / knowledge) “Nirka” means ‘to adopt and to apply’ (the acquired learning).

Holistically, the coat of arms stands for the empowerment of girls, who bloom and blossom inspite of adversities, graduate and aglow with the power of the acquired knowledge

and conduct themselves accordingly, thereby bringing glory to the institution, to the society and to the nation at large.

THE VISION

Our vision is to promote Academic Excellence, inculcate qualities of Competence, Confidence and Excellence for Employability and develop into Self Reliant individuals.

THE MISSION

- ❖ To impart higher education to women students from local and rural areas.
- ❖ To inculcate knowledge of higher order and to instill a scientific approach in the students about information technology
- ❖ To make our wards aware of Entrepreneurial Development.
- ❖ To impart skills to the level of excellence and thus present a value system in the youth entrusted to us.

THE OBJECTIVES

- ❖ To empower students to participate in social, cultural and economic spheres and contribute positively to the upliftment of the society.
- ❖ To promote academic excellence by adopting customized learner focused/ centred methodologies.
- ❖ To develop to be self-reliant and competent women by tapping and nurturing their potential through curricular and extracurricular activities.
- ❖ To provide skilled manpower by imparting on in-depth knowledge and keeping abreast with changing trends in technology.
- ❖ To inculcate the spirit of nationalism, uprightness and self-confidence enabling them to become responsible members of the society and useful citizens of the nation.

GRADUATE ATTRIBUTES

- Create, Evaluate and Communicate knowledge through technology.
- Analyze, Interpret and Critically Examine concepts with an open-mind and logical perspectives.
- Augment and Foster Domain Specific Knowledge
- Acquire Analytical Reasoning, quest for Research and inculcate Scientific Temperament
- Acquire Leadership Skills and Problem-Solving Abilities to emerge as Team Leaders.

- Incorporate respectful interrelationships with Emotional Intelligence, Moral and Ethical Awareness
- Apply Knowledge, Values and add a Compassionate Touch to the under privileged sections of the society
- Embrace National and Intercultural Perspectives
- Emerge as Digitally Fluent, Socially Responsible, Globally Competent citizens

COLLEGE PROFILE

Cauvery College for Women, one of the premier self-financing colleges in the State of Tamil Nadu, started in the year 1984, is run by the Reddy Educational Trust. The college is recognized under 2f and 12 B under UGC Act, 1956. The college is moving ahead with thirty-seven years of academic service by importing education to women students and by moulding them to take up crucial roles in the society. Our Institution has been conferred with Autonomous status from the academic year 2019-2020.

The Trust comprises 48 members who have a philanthropic outlook with noble and progressive ideals. This prestigious college aims for excellence in education wherein we have opened the portals to many first-generation learners and students from rural areas to varied branches of study. The primary aim of the college is to nurture Professional Competency, Self-confidence, Managerial abilities and Entrepreneurial Development among students.

- The college has been recognized by the University Grants Commission under Sec.2(f) and 12(B) of UGC Act 1956 in its Lr.No.F.8-111/2003(CPP-I) dated 11.12.2003.
- Autonomous Status is conferred by UGC on 14.03.2019.
- The NAAC has awarded "A" Grade to our college consecutively in all the three cycles as shown below.
 - NAAC Accreditation I Cycle : A Grade 2004 – 2009 (85.90 out of 100)
 - NAAC Accreditation II Cycle : A Grade 2010 – 2015 (CGPA 3.37 out of 4)
 - NAAC Accreditation III Cycle : A Grade 2017 – 2024 (CGPA 3.41 out of 4)
- Our AISHE Code is C-35783 and we are in 150-200 rank band in the NIRF- IR 2018, IR - 2019 & IR 2020.
 - “A” Ranking in the Top 100 Local Chapters in SWAYAM – NPTEL
 - “PERFORMER” BAND in ARIIA ranking.

- Recognized by NAAC as a Mentor Institution to identify the non-accredited colleges in our vicinity and motivate them for NAAC Accreditation.
- Identified by UGC as a potential "Mentor Institution" to help the NAAC aspiring institutions under "Paramarsh Scheme".
- Institution registered under Academic Bank of Credits – DigiLocker NAD, A Digital Repository for Academic Institutions in the year 2022. The NAD ID is NAD017415.

The college is offering 16 Under Graduate Programmes, 10 Post Graduate Programmes and 8 Research Programmes with a total student strength of 4076. We have a dedicated band of 215 members of teaching and 155 non-teaching members. Academic achievements of our staff include the following: 125 staff members with Ph.D., degree from various departments and 84 staff members with NET/ SET qualification. Many of our staff members have been appointed as Members of Boards of Studies and render professional services to various Universities, NGOs and Government Organizations and are also recipients of various awards.

We have secured 1752 University Ranks with 155 University First Ranks from 1986 to April 2022. The college has received Financial Assistance from various Funding Agencies like UGC, MHRD, DST, IASC, DRDO etc., to the tune of Rs. 1,77,89,846 /- for conducting seminars, workshops, career-oriented programmes, infrastructure development etc.

We have a well- equipped fully automated library which has 45024 volumes of books, 147 Journals and Magazines including 30 International Journals. Library is supported with Turnitin Plagiarism Checker Software. We have High-Tech Lab facilities for all Science Courses. We have 656 Computer Terminals and 14 Servers to meet the needs of our students. Other notable facilities include O.P. Ramasamy Reddiar Auditorium which is one of its kind with a seating capacity of 3000, KRT Seminar Hall with a seating capacity of 250, Dr.Rameshwari Nallusamy A/C Seminar Hall with seating capacity of 220, Cauvery Hall with seating capacity of 530 and Trust Meeting Hall with seating capacity of 150, modernized Internet lab and Wi - Fi connectivity with 100 Mbps. The AOE Lab- Aural Oral English Lab is exclusively established for all the 1st year UG students. The lab caters to the enhancement of Aural (listening) and Oral (Speaking) skills in a structured manner. Student support facilities like Photocopying, ATM, Stationery shop, Cafeteria, Medical facilities, Meditation Room, Sufficient rest rooms and Vehicle parking lot with ramp facility is also available in the campus.

Entrepreneurship Development Cell consists of Student Incubation Centre which offers SIC Stores, SIC Bakes, SIC Printers, Noodhana Gallery, SIC Parlour and SIC Tailors. EDC also functions as Innovation Club, Ideation Club, Startup Club, Rural Entrepreneurship Development Cell, Institution Innovation Council, National Innovation Startup Council, Centre of Excellence, Technology Transfer Cell, Startup Cell and IPR cell.

The Ideation Club was created in order to foster entrepreneurial impulses that will benefit the society. The Startup Club was established to promote a startup ecosystem that helps students and teachers by allowing them to experience the novelty of their newly produced unique ideas. As Bridging the gap between the academic studies and industry work is an important issue, Value Added Courses (VAC) are conducted regularly in our college.

We have a well-furnished hostel for accommodating 1500 students. 26 buses and one van operated to fetch students from rural areas and also within the city limits. Ours is a green and eco- friendly campus which focuses on utilizing natural resources by way of rain water harvesting and solar power panels. To preserve the nature and to bring down the usage of renewable sources of energy, Green and Energy Audits are conducted every year.

We had unique collaborative activities with two foreign Universities - UMEA UNIVERSITY, SWEDEN and PLYMOUTH UNIVERSITY, UK for staff and student exchange programme for seven years. Each department has clubs where academic deliberations such as seminars, conferences, symposium, workshops, interactions, discussions with the experts from different fields are conducted regularly.

Along with the departmental clubs, 16 other supporting clubs enhance the quality of Extension Activities that resulted in receiving maximum awards and prizes at National, State and Intercollegiate Levels. The NSS of Cauvery College for Women has got its own credits in having 5 units with 500 volunteers. Two of our students have received INDIRA GANDHI NATIONAL AWARD for NSS BEST VOLUNTEER. Our Institution, faculty and student volunteers have received many awards for NSS from State and University.

Our college has successfully initiated the National Cadet Corps under 4(TN) Girls BN of Trichy Group on 15th August 2005, with 60 cadets. We are proud to be the first Un-Aided College under Bharathidasan University to incorporate NCC with complete financial assistance from the Management. Our cadets participate every year in various camps like RDC- Delhi,

MRDC- Chennai, TSC, RCTC, EBSB Camps and Maulankar firing camp and have brought many prestigious laurels to our college.

Financial aid is provided to the economically under-privileged students through Government and Management scholarships. The Cauvery College Alumnae Association (CCAA) plays a predominant role in identifying economically weak students and support them with contributions in various forms.

The Employability potential of our students is duly taken care of by our Career Guidance and Placement Cell. Various MoUs have been signed with leading companies to provide the training for the upliftment of students in different dimensions. At present, our college has MOUs with Global Talent Track Pvt. Ltd., Pune under Barclay's Youth Employability Initiative, Bajaj Finserv Ltd., & Bajaj Finance Ltd., Pune and Effulgenz Informatics and Technotainments (EIT), Madurai, through which, many training programme are provided on Soft Skills, Banking & Finance Industrial Skills and Fundamentals of Medical Coding respectively. The MOU with TATA Consultancy Services (TCS) provides an industry integrated Degree Programme B.Sc. Computer Science with Cognitive Systems. 2790 students have been selected in campus interviews conducted by various MNC's, educational and research institutes from 2012 to 2022.

The college has effectively participated in various activities under

- UNNAT BHARAT ABHIYAN
- SWACHH BHARAT SUMMER INTERNSHIP
- SWACHH SURVEKSHAN
- Registered under Vidyanjali Higher Education Volunteer Programme – an initiative taken by the Ministry of Education, Government of India.
- Registered in Public Finance Management System (PFMS).
- Registered in National Innovation Repository (NIR).
- The EDC Institution Innovation Council has received 4–Star rating from the Ministry of Education on December 2021.
- Faculty have registered in VIDWAN Portal, and have created IDs in Google Scholar, Scopus, Web of Science, ORCID and Publons.

From the commencement of this Institution, we have trained the students to participate in various cultural activities. BDUFEST- A distinctive Cultural Competition conducted by the

Bharathidasan University, Tiruchirappalli in which more than 120 Colleges participate every year and our Cultural Team continuously add feather to the cap every year. Our college has bagged Overall Championship in BDUFEST for more than 15 years. Our students also take part in various sports activities in University and National Levels.

As a Quality sustenance measure Academic Audit, Administrative Audit and ISO Audit are conducted regularly.

FINANCIAL ASSISTANCE
SANCTIONED RESEARCH PROJECTS

S. No.	Activity	Funding Agency	Amount	Years
1	Role of Teaching in Strengthening Human Values to the society- Training Programme	MHRD	2,37,000/-	2005 - 2006
2	Remedial Coaching classes for SC / ST students,	UGC	7,25,000/-	2006 - 2007
3	Network Resource Centre	UGC	1,60,000/-	2006 - 2007
4	Instrument Maintenance Facility - IMF	UGC	5,42,000/-	2006 - 2010
5	HEPSN-Higher Education for Persons with Special Needs, towards construction of special toilets	MHRD	5,00,000/-	2007 - 2008
6	Add-On course under COP – Basic Concepts of Income Tax	UGC	5,00,000/-	2007 - 2012
7	National Integration Camp	Ministry of Youth Affairs and Sports	1,25,000/-	2008 - 2009
8	National Symposium on Rights and Care of the Elderly	UGC	75,000/-	2010 - 2011
9	National Seminar on Sensitising Values and Women Rights for Human Development	UGC	90,000/-	2010 - 2011
10	SAM Workshop-Capacity Building for Women Managers in Higher Education	UGC	5,35,475/-	2012 - 2013
11	Science Academy Lecture Series	Indian Academy of Sciences	6,70,250/-	2012 - 2016

12	INSPIRE - Innovation in Science Pursuit for Inspired Research	DST	9,75,000/-	2013 - 2014
13	Towards Conducting Seminars and Workshops	Central Institution of Classical Tamil	7,00,000	2013 - 2015
14	11 Minor Research Projects	UGC	20,04,000	2013 - 2018
15	Career Oriented Course, Mass Communication	UGC	7,00,000/-	2013 - 2016
16	Career Oriented Course, Software Development using Networks	UGC	10,00,000	2013 - 2016
17	Skill Development for Socially Disadvantaged Youth	RGNYD, Sriperumbudur	2,50,000	2014 - 2015
18	Strengthening PG Research Laboratories	DST – FIST	30,00,000	2016 - 2017
19	Modern Trends in Biology (Mtb 2k17)	Indian Academy of Sciences	1,67,500	2017 - 2018
20	National Level Workshop on “Plant and Microbial Bioresources and their National Conservation – PMBC’18”	Indian Academy of Sciences	1,42,500	2017 - 2018
21	Assessment and Microbial Investigation of raw milk and pasteurized milk and determinants of adulterants	TNSCST- Student Project Scheme	10,000	2017-2018
22	Phytochemical Investigation and the Protective Effect of Spirulina fusiformis on UGC HEPATOCELLULAR CARCINOMA using HEP-G2 Cell lines	UGC	1,50,000	2017-2018
23	Solvent Accessibility Studies on Protein – DNA Complexes	UGC	50,000	2017-2018
24	Advances in Biosciences (ADBIS 2K18)	Indian Academy of Sciences	1,79,250	2018-2019
25	Amylolytic Potentiality of Fungi from Agricultural Wastes	TNSCST- Student Project Scheme	7,500	2018-2019
26	A Two Day State Level Technical Workshop on “Intellectual Property Rights”	Patent Information Centre, Tamilnadu State Council for Science and Technology, Government of India, New Delhi	50,000	2019-2020

27	Improving of Food, Nutrition and Income Security for Rural Poor Farmers and Women Self Help Group by Organic Farming	UBA	1,00,000	2019-2020
28	Cultivation of medicinal value <i>Pleurotus</i> mushroom using compost organic wastes arising from college hostel kitchen	TNSCST-Student Project Scheme	7,500	2019-2020
29	Bioethanol production from neem leaves and agave leaves using <i>Aspergillus niger</i> and <i>Bacillus furmus</i> as fermenting agent	TNSCST-Student Project Scheme	7,500	2019-2020
30	Challenges and Opportunities Entrepreneurship in Digital Marketing	DSTWEDC	1,00,000	2020-2021
31	Tamil Nadu State Council for Science and Technology – Young Scientist Fellowship	TNSCST	36,450	2020-2021
32	Basic Amenities for a Sustainable Rural Development at Malliyampathu, Andhanallur Block, Tiruchirappalli District, TamilNadu, South India.	UBA	99,300	2020-2021
33	Two Day Virtual National Seminar on Fostering Global competence among Higher Education Institutions through technology	NAAC	30,000	2021-2022
34	Consolidation of University Research for Innovation and Excellence (CURIE) Core Grant for Women PG Colleges	DST-CURIE core Grant for Women PG colleges	26,61,120	2021-2022
35	Unnat Bharat Abhiyan Scheme for Technology Development/Customization in Malliambattu Village	MHRD under Unnat Bharat Abhiyan	1,00,000	2021-2022
36	Science Academics Lecture Workshop	Indian Academy of Sciences	1,46,500	2021-2022
37	Project on Python and it's Applications	Rajiv Gandhi National Institute of Youth Development, Government of India Sriperumbudar	45,000	2021-2022
38	Growth and Characterization of Amino Acid-Controlled Crystals supported by DFT study	UGC DAE CONSORTIUM FOR	45,000	2021-2022

		SCIENTIFIC RESEARCH		
39	Synthetic applications of lanthanum oxide nano particle as functional biofilm preventer Synthetic applications of lanthanum oxide nano particle as functional biofilm preventer	TNSCST-Student Project Scheme	7,500	2021-2022
40	Prevention of mosquito repellent cream and incense sticks by using salvia Rosmarinus	TNSCST-Student Project Scheme	7,500	2021-2022
41	Role of Fungi Biodeterioration on Stone Monuments	TNSCST-Student Project Scheme	7,500	2021-2022
42	Phosphorus and compost management influence coriander leaves (Coriandrum Sativum) productivity under greenhouse condition with without phosphate solubilizing bacteria (PSB)	TNSCST-Student Project Scheme	7,500	2021-2022
43	Biosynthesis of Zn/ZnO nanoparticles and formulation of functional zinc based topical ointment as a therapeutic intervention in wound healing	TNSCST-Student Project Scheme	7,500	2021-2022
44	Investigation of bio degradable polymer for polymer electrolyte in dye -sensitized solar cell application – A DFT approach	TNSCST-Student Project Scheme	7,500	2021-2022
45	Photocatalytic and antibacterial investigation of biowaste peanut shell derived nickel oxide nanoparticles	TNSCST-Student Project Scheme	7,500	2021-2022
46	Dft Study on Light Harvesting Efficiency (Lhe) of Organic Dyes For Dye Sensitized Solar Cells(Dsscs)	TNSCST-Student Project Scheme	7,500	2021-2022
47	Impact lecture series Institution innovation council	Ministry of education	12,000	2021-2022
48	Business Administration – Impact of National Educational Policy 2020 on Higher Education	ICSSR	99,000	2022-2023
49	An Integrated Approach to Enhance the Health Status of the Socially Disadvantaged Group at Malliampathu	UBA	1,00,000	2022-2023
50	Technical entrepreneurship development Programme(TEDP) to ignite ideation and	DST Innovation and	1,60,000	2022-2023

	promote IT applications for entrepreneurial mind set	Entrepreneurship division		
51	Women entrepreneurship development programme(WEDP) on Promotion of entrepreneurship innovation as a career opportunity	DST Innovation and Entrepreneurship division	1,00,000	2022-2023
52	Formulation and assessment of herbal hand sanitizer and its efficacy against skin microflora(Staphylococcus aureus and Staphylococcus epidermidis)	TNSCST-Student Project Scheme	7,500	2022-2023
53	Potential antioxidant, antiviral activity against covid- 19 using quantum and molecuclar modelling of Cleome gynandra	TNSCST-Student Project Scheme	7,500	2022-2023
54	Identification of microplastics around Cauvery river	TNSCST-Student Project Scheme	7,500	2022-2023
55	Anticancer activity of mono and dinuclear arene Ru(II) complexes: Apoptosis induction studies on cancer cells	TNSCST-Student Project Scheme	7,500	2022-2023
56	Bio-synthesis of eco-friendly iron oxide nanoparticles for augmen tation of photocatalytic degradation of organic dyes – an alluring option for waste water treatment	TNSCST-Student Project Scheme	7,500	2022-2023
57	Development and evaluation of edible wrapper using fruit pulp	TNSCST-Student Project Scheme	7,500	2022-2023
58	A Study on Challenges faced by women Employees involved in night Shift in Manufacturing Industries	TNSCST-Student Project Scheme	7,500	2022-2023
59	Vehicle parking reservation using IoT	TNSCST-Student Project Scheme	7,500	2022-2023

I. GOVERNANCE

The college has the following committees to ensure proper management of Academic, Financial and General administrative affairs:

The following are the Statutory Committees in the Autonomous College:

- ❖ Governing Body
- ❖ Academic Council
- ❖ Board of Studies
- ❖ Finance Committee

(The Governing Body is different from Trust Board / Board of Management / Executive Committee / Management Committee)

The college, in addition, has other non-statutory committees such as the IQAC, Research Advisory Committee, Research Ethics Committee, Planning and Evaluation Committee, Cauvery College Alumnae Association (CCAA), Calendar Committee, Examination Committee, Grievance Appeal Committee, Admission Committee, Library Committee, Student Welfare Committee, Anti-Ragging Committee, Anti - Sexual Harassment Committee / Internal Complaints Committee, Extra-Curricular Activities Committee, Infrastructure Maintenance Committee, Discipline Committee, Canteen Committee and Academic Audit Committee.

A. STATUTORY COMMITTEES

1. GOVERNING BODY:

- A. Constitution of Governing Body of Private / Self Financing College / Constituent College run by Trust / Society

Number	Category	Nature	Name of the Faculty
5 Members	Management	Trust or Management as per the constitution or Bye-laws, with the Chairman or President / Director as the Chairperson	1. Mr.G.Muthukrishnan,B.Com., F.C.A., President, College Governing Council
			2. Mr.K.Thiruneelakandan, B.A., Secretary, College Governing Council
			3. Mr.S.Chandra Sekaran, B.Com., Treasurer, College Governing Council
			4. Mr.M.Jayaraman, B.Com., Secretary Reddy Educational Trust
			5. Dr.P.M.Baskaran, M.S., President, Hostel Executive Committee
2 Member	Teachers of the College	Nominated by the Principal based on seniority by rotation	1. Dr.S.Ramalakshmi, Vice Principal & Head, Department of Tamil
			2. Ms.R.Shanthi, Assistant Professor, Department of English
1 Member	Educationist or Industrialist	Nominated by the Management	1. Mr.V.Vasudevan, Managing Director, Hotel Sangam
1 Member	UGC Nominee	Nominated by the UGC	1. Dr.K.K.Seethamma Professor & Chair Person Department of Economics(Retd.) Former Registrar Bangalore University Jnanabharathi Campus Bengaluru - 560 056

1 Member	State Government Nominee	Academician not below the rank of Professor or State Government official of Directorate of Higher Education / State Council of Higher Education	Regional Joint Director, Directorate of Collegiate Education, Trichy.
1 Member	University Nominee	Nominated by the University	Dr. N.Thajuddin, Professor & Head, Dept. of Microbiology, Bharathidasan University, Trichy - 24
1 Member	Principal of College	Ex-Officio	Dr. V.Sujatha

Term: The Governing Body shall be reconstituted every three year except in the case of UGC Nominee who shall have a term of five years.

Meetings: Meetings of the Governing Body shall be held at least twice a year.

Functions:

Subject to the existing provision in the Bye-laws of respective college and rules laid down by the State Government / Parent University, the Governing Body shall:

- a) Guide the college while fulfilling the objectives for which the college has been granted autonomous status.
- b) Institute Scholarship, Fellowships, Studentships, Medals, Prizes and Certificates on the recommendations of the Academic Council.
- c) Approve new programmes of study leading to degrees and / or diplomas.
- d) All recruitments of Teaching Faculty / Principal shall be made by the Governing Body / State Government as applicable in accordance with the policies laid down by the UGC and State Government from time to time.
- e) To approve annual budget of the college before submitting the same at the UGC.
- f) Perform such other functions and institute committees, as may be necessary and deemed fit for the proper development of the college.

2. ACADEMIC COUNCIL:

Composition:

- 1) The Principal (Chairman)
- 2) All the Heads of Department in the college.
- 3) Four teachers of the college representing different categories of teaching staff by rotation on the basis of seniority of service in the college.
- 4) Not less than four experts / academicians from outside the college representing such areas Industry, Commerce, Law, Education, Medicine, Engineering, Sciences etc., to be nominated by the Governing body.
- 5) Three nominees of the university not less than Professors.
- 6) A faculty member nominated by the principal (Member Secretary).

ACADEMIC COUNCIL

Category	No.	Members
The Principal	1	Chairman
All the Heads of Departments in the College	14	Dr. S.Ramalakshmi, Vice Principal, Dept. of Tamil Dr. N.Savithri, Dean of Arts, Dept. of Commerce Dr. Dr. G.Mettilda Buvaneswari, Dept. of Social Work Dr. P.Urmila, Dept. of English Dr. S.Jayashree Agarwal, Dept. of English Dr. J.Tamilselvi, Dept. of Business Administration Dr. S.Premalatha, Dept. of Mathematics Dr. G.Maheswari, Dept. of Physics Dr. P.Pungayee @ Amirtham, Dept. of Chemistry . Dr. R.Merlin Packiam, Dept. of Computer Applications Dr. M.Parveen, Dept. of Information Technology Dr. B.Tamilmaraiselvi, Dept. of Microbiology Dr. R.Rameshwari, Dept. of Biotechnology Ms.B.Thanuja, Dept. of FSM&D
Four teacher of the college representing different categories of teaching staff by rotation on the basis of seniority of service in the college.	4	Dr. G. Kanaga, Dept. of Social Work
		Dr. S. Shameem, Dept. of Commerce
		Ms.V.Ramya, Dept. of FSM & D
		Dr. N.Sivapriya, Dept. of Computer Applications

Not Less than four experts / academicians from outside the college representing such areas as Industry, Commerce, Law, Education, Medicine, Engineering, Sciences etc., to be nominated by the Governing Body.	4	Dr. K.Karunakaran, Chief Executive Officer, Hindustan Educational Institutions, Coimbatore.
		Dr. S. Senthilnathan, Director (FAC), UGC - HRDC, Bharathidasan University, Trichy.
		Dr. G.I.George Amalarethinam, Bursar, Director (MCA), Jamal Mohamed College (Autonomous), Trichy.
		Derrick Alex, AGM Operations, VDart Technologies Pvt., Ltd., Trichy.
Three nominees of the university not less than Professors.	3	Dr. P. Muruganandam, Professor & Head, Department of Physics, Bharathidasan University, Trichy.
		Dr. T. Sivasudha, Professor & Head, Department of Environmental Biotechnology, Bharathidasan University, Trichy.
		Dr. R.Kalidasan, Professor & Head, Department of Physical Education & Yoga, Bharathidasan University, Trichy.
A faculty member nominated by the Principal (Member Secretary)	1	Dr. V.Sinthu Janita Prakash, Dean of Science & Head, Dept. of Computer Science

Term: The term of the nominated members shall be three years.

Meetings: Academic Council shall meet at least twice a year.

Functions:

The Academic Council shall have power to:

- Scrutinize and approve the proposals with or without modification of the Boards of Studies with regard to courses of study, academic regulations, curricula, syllabi and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant there to etc., provided that where the Academic Council differs on any proposal, it shall have the right to return the matter for reconsideration to the Board of Studies concerned or reject it, after giving reasons to do so.
- Make regulations regarding the admission of students to different programmes of study in the college keeping in view the policy of the Government.
- Make regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels.

- d) Recommend to the Government Body proposals for institution of new programmes of study.
- e) Recommend to the Governing Body institution of scholarship, studentships, fellowships, prizes and medals, and to frame regulations for the awards of the same.
- f) Advise the Governing Body on suggestions(s) pertaining to academic affairs made by it.
- g) Perform such other functions as may be assigned by the Governing Body.

3. BOARD OF STUDIES:

Composition:

- 1) Head of the Department concerned (Chairman).
- 2) The entire faculty of each specialization.
- 3) One International Subject Expert from outside India to be nominated by the Academic Council.
- 4) Two Subject Experts from outside the Parent University to be nominated by the Academic Council.
- 5) One expert to be nominated by the Vice-Chancellor from a panel of six recommended by the college principal.
- 6) One representative from Industry / Corporate Sector / allied area relating to placement.
- 7) One Postgraduate meritorious alumnus to be nominated by the principal.
- 8) Two student representatives to be nominated by the principal.

The Chairman, Board of Studies, may with the approval of the principal of the college, co-opt:

- (a) Experts from outside the college whenever special courses of studies are to be formulated
- (b) Other members of staff of the same department.

Term: The term of the nominated members shall be for three years.

Meetings: The Board of Studies shall meet at least twice a year.

Functions:

The Board of Studies of a Department in the college shall:

- a) Prepare syllabi for various course keeping in view the objectives of the college, interest of the stakeholders and national requirement for consideration and approval of the Academic Council;

- b) Suggest methodologies for innovative teaching and evaluation techniques;
- c) Suggest panel of names to the Academic Council for appointment of examiners;
- d) Coordinate research, teaching, extension and other academic activities in the department / college.

4. FINANCE COMMITTEE:

Composition:

- 1) The Principal (Chairman)
- 2) One person to be nominated by the Governing Body of the college for a period of two years
- 3) Finance Officer of the affiliating University
- 4) One senior-most teacher of the college to be nominated in rotation by the principal for two years

Category	No.	Member
The Principal (Chairman)	1	Dr. V.Sujatha
One person to be nominated by the Governing Body of the college for a period of two years	1	Mr.G.Muthukrishnan,B.Com., F.C.A., President College Governing Council
Finance Officer of the affiliating University	1	Thiru. S.Karunanithi, Finance Officer, Bharathidasan University, Trichy
One senior-most teacher of the college to be nominated in rotation by the principal for two years	1	Dr. N.Savithri, Head, Dept of Commerce

Term: Term of the Finance Committee shall be three years.

Meetings: The Finance Committee shall meet at least twice a year.

Functions:

The Finance Committee shall act as an advisory body to the Governing Body, to consider:

- a) Budget estimates relating to the grant received / receivable from UGC, and income from fees, etc. Collected for the activities to undertake the scheme of autonomy; and
- b) Audited accounts for the above.

B. NON – STATUTORY COMMITTEES

1. IQAC

The composition of the IQAC may be follows:

- Chairperson: Head of the Institution
- A few senior administrative officers
- Three to eight teachers
- One member from the Management
- One / two nominees from local society, student and alumni
- One / two nominees from Employers / Industrialists / stakeholders
- One of the senior teachers will be Coordinator / Directors of the IQAC

Term: Two years

Meeting: At least twice a year

Function:

1. Development and application of quality bench / parameters for various academic and administrative activities of the institution.
2. Facilitating the creation of a learner – centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process.
3. Arrangement for feedback response from student, parents and other stakeholders on quality – related institutional processes.
4. Dissemination of information on various quality parameters of higher education.
5. Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.
6. Documentation of the various programmes /activities leading to quality improvement.
7. Acting as a nodal agency of the Institution for coordinating quality – related activities, including adoption and dissemination of best practices.
8. Development and maintenance of institutional database through MIS for the purpose of maintaining / enhancing the institutional quality.
9. Developing of Quality Culture in the institution.
10. Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

IQAC Composition	Members	Designation
Chair Person	Dr. Mrs. V. Sujatha,	Principal
Management	Shri. K .Thiruneelakandan	Secretary, College Governing Council
Ex-Officio	Ms. V. Ramya	Controller of Examinations
	Dr. N. Siva Priya	Deputy Controller of Examinations
Teachers	Dr. S. Ramalakshmi	Vice Principal
	Dr. S. Shameem	Vice Principal
	Dr. N. Savithri	Dean of Arts
	Dr. G. Kanaga	Dean of Alumnae Relations
	Dr. P. Urmila	Head, Dept of English (PG)
	Dr. S. Jayashree Agarwal	Head, Dept of English (UG)
	Dr. G. Mettilda Buvaneswari	Head, Dept of Social Work
	Dr. J. Tamilselvi	Head, Dept of BBA
	Dr. S. Premalatha	Head, Dept of Mathematics
	Dr. G. Maheswari	Head, Dept of Physics
	Dr. P. Pungayee @ Amirtham	Head, Dept of Chemistry
	Ms. N. Girubagari	Head In-Charge, Dept of Computer Science
	Dr. R. Merlin Packiam	Head, Dept of Computer Applications
	Dr. M. Parveen	Head, Dept of Information Technology
	Dr. B. Thamilmaraiselvi	Head, Dept of Microbiology
	Dr. R. Rameshwari	Head, Dept of Biotechnology
	Ms. B. Thanuja	Head, Dept of Food Service anagement & Dietetics
	Dr. B. Baby Shakila	Director of Physical Education
	Ms. S. Pommi	Librarian
Senior Administrative Officer	Mr. S. Amsa Mohanraj	Manager

Student Representative	Ms. K. Nikitha	I M.Sc., FSM&D
External Academic Expert	Dr. Aloysius Edward J	Dean & Professor, Faculty of Commerce & Management Kristu Jayanti College(Autonomous) Bengaluru
Alumni	Ms. S. Dhaarani	Proprietor, Narumugai Herbal Sanitary Napkins, Mayiladuthurai
Local Society	Mr. C. Shanthakumar	Director, Spastic Society of Tiruchirappalli.
Industrialist	Dr. Sivakumar Muthusamy	Proprietor, Ariviya Technologies, IIT Madras Research Park, Chennai.
Assistant IQAC Coordinator	Dr. S. Jeyabharathi	Assistant Professor, Dept of Microbiology
IQAC Coordinator	Dr. Sinthu Janita Prakash	Dean of Science & Head, Dept of Computer Science

2. Research Advisory Committee

Composition: The Principal and Senior Faculty Members involved in research activity

Term: Two years

Meeting: Once a year

Function:

- To provide guidelines and directions for the growth and development of research activities.
- To advice on thrust areas and disciplines for introduction of research programmes and related activities for future development in research.
- To suggest measures for improving existing infrastructural facilities both for academic and sponsored research and enhancing research ambiance.
- To identify and inform researchers about the appropriate research opportunities announced by different academic, research, industry or government organizations.
- To encourage and facilitate the publication of the research works in reputed academic International / National Journals and also to facilitate the presentation of the research work through academic events such as Workshops/Seminars/Conferences.

Category	No.	Members
Principal	1	Dr. V. Sujatha, Principal
Members	25	Dr. S. Ramalakshmi, Vice Principal , Dept. of Tamil Dr. S. Shameem, Vice Principal, Dept. of Commerce Dr. G. Kanaga, Dean of Alumna, Dept. of Social Work Dr. N. Savithri, Dean of Arts, Dept. of Commerce Dr. V. Sinthu Janita Prakash, Dean of Science Dr. M. Parveen, Dept. of Information Technology Dr. D. Tamilmaraiselvi, Dept. of Microbiology Dr. J. Tamilselvi, Dept. of Business administration Dr. P. Urmila, Dept. of English Dr. S. Jayashree Agarwal, Dept. of English Dr. S. Gowri, Dept. of Physics Dr. A. Bhuvaneswari, Dept. of Information Technology Dr. S. Premalatha, Dept. of Mathematics Dr. G. Maheswari, Dept. of Physics Dr. P. Pungayee @ Amirtham, Dept. of Chemistry Dr. G. Janaki, Dept. of Mathematics Dr. K. Kalaiarasi, Dept. of Mathematics Dr. R. Rameshwari, Dept. of Biotechnology Dr. S. Sowmya, Dept. of Commerce Dr. G. Mettilda Buvaneswari, Dept. of Social Work Dr. N. Subha, Dept. of Tamil Dr. V. Sangu, Dept. of Chemistry Ms. B. Thanuja, Dept. of FSM & D Dr. R. Subha, Dept. of Chemistry Dr. R. Merlin Packiam, Dept. of Computer Applications
Member Secretary	1	Dr. R. Gayathri, Dept. of Physics

3. Research Ethics Committee

Composition:

The Research Ethics committee shall consist of following members

1. President – Principal of the College
2. Members – Four senior faculty members as nominated by the President
3. Librarian
4. Member Secretary – Member Secretary of Research Committee

Term:

The term of the nominated members shall be two years

Meetings:

Regular Meetings: There shall be regular ethics committee meetings once in every semester

Emergency Meetings: A meeting shall be called for by the member secretary on receiving the advices from the president, whenever emergency situation arises.

Functions:

1. To review the ethical safeguards of the proposed research.
2. To ensure the rights, safety and well-being of the trial subjects/respondents/participants.
3. To enquire the complaints against research supervisors/guides/candidates and make suitable recommendations to the President.

Category	No.	Members
President	1	Dr. V.Sujatha Principal
Members	4	Dr.N.Savithri, Dean of Arts, Dept. of Commerce Dr.V.Sinthu Janita Prakash, Dean of Science, Dept. of Computer Science Dr.G.Janaki, Dept. of Mathematics Dr.G.Siva Sankari, Dept of Chemistry
Librarian	1	Ms.Pommi, Librarian
Member Secretary	1	Dr.R.Gayathri, Dept. of Physics

4. Planning and Evaluation Committee**Composition:**

The Principal (Chairman)

- 1) Members from the College Governing Council
- 2) IQAC Coordinator
- 3) Three teachers of the college nominated by the Principal

Term: The term of the nominated members shall be two years.

Meetings: Will meet twice a year.

Functions:

- a) Plan the academic events of the college at the beginning of the semesters.
- b) Provision of adequate facilities for execution of the academic events.
- c) Evaluation of the planned academic events at the end of the semesters.

Category	No.	Member
Principal	1	Dr. V.Sujatha
Management	3	Mr.G. Muthukrishnan, B.Com., F.C.A., President, College Governing Council
		Mr. K.Thiruneelakandan, B.A., Secretary, College Governing Council
		Mr.S.Chandra Sekaran, B.Com., Treasurer, College Governing Council
IQAC	1	Dr. V. Sinthu Janita Prakash, Dean of Science & Department of Computer Science.
Faculty Members	3	Dr. S.Ramalakshmi, Vice Principal Dept. of Tamil Dr. S. Shameem, Vice Principal Dept. of Commerce Ms. V.Ramya, Controller of Examinations

5. Cauvery College Alumnae Association (CCAA)**Composition**

1. The Principal
2. Three faculty members who are alumna of our college

Term : Two years**Meeting :** Once a year**Function :**

- a) To maintain alumnae record and to maintain regular communication
- b) To identify and support economically under privileged wards students

Category	No.	Member
Principal	1	Dr. V.Sujatha
President	1	Dr. M. Parveen, Department of IT
Vice President	1	Mrs. V. Gowthami, Entrepreneur/ Yoga Trainer, Coimbatore.
Secretary	1	Dr. G.Kanaga, Dean of Alumna, Dept. of Social Work
Joint Secretary	1	Mrs. S. Thulasi, Proprietor, Magna Jewels Trichy.
Treasurer	1	Dr. S. Premalatha, Dept. of Mathematics
Executive Members	2	Dr. M. Asiathara, Dept. of Tamil Ms.N. Jeenathunisa, Dept. of Microbiology

6. Calendar Committee

Composition:

- The Principal
- Vice Principal
- Controller of Examinations
- Deputy Controller of Examinations
- Three Senior Faculty Members nominated by the Principal on rotation basis

Term: The term of the nominated members shall be two years

Meetings: Once in a year.

Functions:

- Plan the Academic Calendar
- Holidays
- Updating rules and regulations

Category	No.	Member
Principal	1	Dr.V.Sujatha
Vice Principals	2	Dr.S.Ramalakshmi, Dept. of Tamil Dr.S.Shameem, Dept. of Commerce
Controller of Examinations	1	Ms.V.Ramya, Dept. of FSM & D
Deputy Controller of Examinations	1	Dr.N.Sivapriya, Dept. of Computer Applications
Faculty	3	Dr.J.Sangeetha Dept.of Information Technology Dr. P. Rajeswari Dept. of Computer Science Dr.P.Kavitha, Dept. of Commerce (Hostel overall student coordinator)

7. Examination Committee

Composition:

- The Principal (Chairman)
- Vice Principals
- Two Senior Faculty Members nominated by the Principal on rotation basis
- One representative from the college office

Term: The term of the nominated members shall be two years.

Meetings: Will meet at least twice a year.

Functions:

1. Plan the schedule of examinations
2. Appointment of Examiners
3. Conduct of Examination

Category	No.	Member
Principal	1	Dr.V.Sujatha
Vice Principals	2	Dr.S.Ramalakshmi, Dept. of Tamil Dr.S.Shameem, Dept. of Commerce
Controller of Examinations	1	Ms.V.Ramya, Dept. of FSM & D
Deputy Controller of Examinations	1	Dr.N.Sivapriya, Dept. of Computer Applications
Faculty	5	Dr.S.Premalatha, Dept. of Mathematics Dr.M.Parveen, Dept. of Information Technology Dr.J.Sangeetha, Dept. of Information Technology Dr.P.Kavitha, Dept. of Commerce Dr.P.Urmila, Dept. of English
Office	1	Ms.K.Chitra

8. Grievance Appeal Committee

Composition:

- The Principal (Chairman)
- Vice Principals
- Director of Physical Education
- Two senior experts in the field of counseling
- Student Representatives from the College Union Council

Term: The term of the nominated members shall be two years.

Meetings: At least twice a year.

Functions:

1. To address the infrastructural grievances
2. To counsel the students on various issues

Category	No.	Member
Principal	1	Dr.V.Sujatha
Vice Principals	2	Dr.S.Ramalakshmi, Dept. of Tamil Dr.S.Shameem, Dept. of Commerce
Director of Physical Education	1	Dr.B.Baby Shakila., Director of Physical Education
Two senior experts in the field of counseling	2	Dr.G.Kanaga, Dean of Alumna Dept. of Social Work
		Dr.Mettilda Buvaneswari, Dept. of Social Work
Student Representatives	3	College Union President College Union Secretary College Union Treasurer

9. Library Committee

Composition:

- The Principal (Chairman)
- Assistant Librarian
- Library Faculty members
- All Heads of the Departments

Term: Permanent Composition.

Meetings: Will meet at least twice a year.

Functions:

- To consider procedures for procurement of books and journals
- To supervise the allocation and utilization of funds for different departments for purchase of books and journals for the Central library.
- To maintain liaison between Central Library and various Academic Departments for the purchase of networking of Departmental libraries with the Central Library.
- To consider and put forward the views of faculty members regarding books/journals selection, ordering process etc.
- To consider and put forward the views of students and Research Scholars regarding their problems and solutions sought thereof.

Category	No.	Member
Principal	1	Dr.V.Sujatha
Assistant Librarian	1	Ms.Pommi
Other Faculty Members from the library	5	Ms. M.Theivanai Ms. P.Suhirtha Ms. N.Kasthuri Ms. J.Rama Ms. K.Ezhilarasi
All HoD's	16	Dr. S.Ramalakshmi, Vice Principal, Dept. of Tamil Dr. N.Savithri, Dean of Arts, Dept. of Commerce Dr. G.Mettilda Buvaneswari, Dept. of Social Work Dr.P.Urmila, Dept. of English Dr.S.Jayashree Agarwal, Dept. of English Dr.J.Tamilselvi, Dept. of Business Administration Dr.S.Premalatha, Dept. of Mathematics Dr.G.Maheswari, Dept. of Physics Dr.P.Pungayee @ Amirtham, Dept. of Chemistry Dr.V.Sinthu Janita Prakash, Dean of Science, Dept. of Computer Science Dr.R.Merlin Packiam, Dept. of Computer Applications Dr.M.Parveen, Dept. of Information Technology Dr.B.Tamilmaraiselvi, Dept. of Microbiology Dr.R.Rameshwari, Dept. of Biotechnology Ms.B.Thanuja, Dept. of FSM & D Dr.B.Baby Shakila, Director of Physical Education

10. Academic Audit Committee

Composition:

- The Principal (Chairman)
- IQAC Coordinator
- All Heads of the Departments

Term: Permanent Composition

Meetings: Once a year

Functions:

- To Plan for Academic audits for all departments
- To appoint external experts for the audit
- Conduct of academic audit
- Consolidation of reports
- Execution of expert`s opinion

Category	No.	Members
Principal	1	Dr.V.Sujatha
IQAC	1	Dr.V.Sinthu Janita Prakash, Dean of Science, Dept. of Computer Science
All HoDs	15	Dr. S.Ramalakshmi, Vice Principal, Dept. of Tamil Dr. N.Savithri, Dean of Arts, Dept. of Commerce Dr. G.Mettilda Buvaneswari, Dept. of Social Work Dr.P.Urmila, Dept. of English Dr.S.Jayashree Agarwal, Dept. of English Dr.J.Tamilselvi, Dept. of Business Administration Dr.S.Premalatha, Dept. of Mathematics Dr.G.Maheswari, Dept. of Physics Dr.P.Pungayee @ Amirtham, Dept. of Chemistry Dr.V.Sinthu Janita Prakash, Dean of Science, Dept. of Computer Science Dr.R.Merlin Packiam, Dept. of Computer Applications Dr.M.Parveen, Dept. of Information Technology Dr.B.Tamilmaraiselvi, Dept. of Microbiology Dr.R.Rameshwari, Dept. of Biotechnology Ms.B.Thanuja, Dept. of FSM & D

11. Admission Committee**Composition:**

- The Principal
- Management- 3 Members from College Governing Council
- All the Heads of the Departments
- Five Members from the office nominated by the Principal

Term: Permanent**Meeting:** Once a year

Functions:

- Updating the Prospectus.
- Notifying the seats available in various disciplines and Fee Structure
- Student Admission
- Fixing Cut- off percentage for each course
- Processing the Applications received and preparing the list on the basis of merit, reservations etc.
- Preparing the list of students admitted, after receiving the approval from the Head of the Institution and the Management.
- Giving proper suggestions in case of change of subject
- Planning for Student Induction

Category	No.	Member
Principal	1	Dr. V.Sujatha
All HoD's	18	Dr. S.Ramalakshmi, Vice Principal , Dept. of Tamil Dr. S.Shameem, Vice Principal, Dept. of Commerce Dr. N.Savithri, Dean of Arts, Dept. of Commerce Dr. V.Sinthu Janita Prakash, Dean of Science, Dept. of Computer Science Dr. G. Mettilda Buvaneswari, Dept. of Social Work Dr. P.Urmila, Dept. of English Dr. S.Jayashree Agarwal, Dept. of English Dr. J.Tamilselvi, Dept. of Business Administration Dr. S.Premalatha, Dept. of Mathematics Dr. G.Maheswari, Dept. of Physics Dr. P.Pungayee @ Amirtham, Dept. of Chemistry Ms.N.Girubagari, Dept .of Computer Science Dr. R.Merlin Packiam, Dept. of Computer Applications Dr. M.Parveen, Dept. of Information Technology Dr. B.Tamilmaraiselvi, Dept. of Microbiology Dr. R.Rameshwari, Dept. of Biotechnology Ms.B.Thanuja, Dept. of FSM & D Dr. B.Baby Shakila, Director of Physical Education
Office	5	Ms. Rekha Ms. Kalpana Ms. K.Latha Ms. K.Chithra Ms. Gandhimathi

12. Student Welfare Committee

Composition

- The Principal
- Vice Principals
- Four teaching faculty members nominated by the Principal
- Three members from the office nominated by the Principal
- Three Student Office Bearers from the College Union

Term: Two years

Meeting: Twice in a year

Functions:

- Distribution of State and Central Sector scholarships to the deserving candidates.
- Scholarship Renewal
- Provides the merit-cum-means scholarship to the poor and needy students
- Monitoring the availability and adequacy of infrastructural facilities
- Work towards the benefit of the students by providing better job opportunity through placement cell and inculcates the entrepreneurial skills through EDC
- Solves the psychological and social issues through counselling cell

Category	No.	Member
Principal	1	Dr. V.Sujatha
Vice Principals	2	Dr. S.Ramalakshmi, Dept. of Tamil Dr. S.Shameem, Dept. of Commerce
Office	2	Ms.K.Latha, Jr Asst Ms.Kalpana, Jr Asst
Faculty	4	Dr. V.Sinthu Janita Prakash, Dean of Science Dr. A.Bhuvaneswari &Dr. S.Latha, Dept. of Information Technology Ms N Girubagari, Dept. of Computer Science Dr. P.Kavitha, Dept. of Commerce (Hostel overall student coordinator)
Student Representatives	3	College Union President College Union Secretary College Union Treasurer

13. Anti – Ragging Committee

Composition:

- The Principal
- Representative from senior faculty, student and office
- Local police official

Term: Two years

Meetings: As per the need

Functions:

1. To act as a liaison between senior and junior students.
2. To uproot all activities related to ragging.

Category	No.	Members
Chairman	1	Dr. V. Sujatha, Principal
Vice Principals	2	Dr. S.Ramalakshmi, Dept. of Tamil Dr. S.Shameem, Dept. of Commerce
Nodal Officer	1	Dr. B. Baby Shakila Director of Physical Education
Staff Ambassadors	6	Dr. G. Kanaga Dean of Alumnae, Dept. of Social Work
		Dr. R.Uma Maheswari, Dept. of English
		Dr. N.Pushpa, Dept. of Microbiology
		Dr. P.Rajeswari, Dept. of Computer Science
		Dr. J.Sangeetha, Dept. of Information Technology
		Dr. P.Kavitha, Dept. of Commerce
Student Ambassadors	7	Sports President Sports Secretary Sports Joint Secretary Sports Treasurer Student Union President Student Union Secretary Student Union Treasurer
Office Superintendent	1	Mrs.K.Chitra

14. Anti – Sexual Harassment Committee / Internal Complaints Committee

Composition:

- The Principal (Chairman)
- Vice Principals
- Faculty Members from Social Work department nominated by the Principal
- Two senior Faculty Members nominated by the Principal

Term: Two years

Meetings: As and when need arises

Functions:

1. To address on issues related to sexual harassment
2. To give counselling

Category	No.	Member
Principal	1	Dr.V.Sujatha
Vice Principals	2	Dr.S.Ramalakshmi, Dept. of Tamil Dr.S.Shameem, Dept. of Commerce
Faculty	6	Dr.G.Kanaga, Dean of Alumna, Dept. of Social Work Dr.G. Mettilda Buvaneswari, Dept. of Social Work Ms.P.L.Rani, Dept. of Social Work Dr.O. Aisha Manju, Dept. of Social Work
Senior Faculty Members nominated by the Principal	2	Ms. V. Ramya, Dept. of FSM&D Controller of Examinations Dr.P.Kavitha (Hostel Overall Student Coordinator)

Internal Complaints Committee

**Constituted under “The Sexual Harassment of Women at Workplace
(Prevention, Prohibition and Redressal) Act 2013”**

MEMBERS

Dr.V.Sujatha, Principal, Cauvery College for Women (Autonomous), Annamalai Nagar, Trichy -18.	Chairperson
Dr.S.Ramalakshmi, Vice Principal & Professor, Department of Tamil, Cauvery College for Women (Autonomous), Annamalai Nagar, Trichy -18.	Member
Dr.V.Sinthu Janita Prakash, Dean of Science & Professor, Department of Computer Science, Cauvery College for Women (Autonomous), Annamalai Nagar, Trichy -18.	Member
Mrs.R.Sridevi , Panel Advocate, District Legal Services Authority, District Court, Tiruchirappali	Member
Dr. G. Kanaga, Dean of Alumnae Relations & Professor, Department of Social Work, Cauvery College for Women (Autonomous), Annamalai Nagar, Trichy -18.	Member
Dr.G.Mettilda Buvaneswari, Associate Professor & Head, Department of Social Work, Cauvery College for Women (Autonomous), Annamalai Nagar, Trichy -18.	Member
Dr.M.Kavimani Assistant Professor, Department of Physics Cauvery College for Women (Autonomous), Annamalai Nagar, Trichy -18.	Observer

15. Extra-Curricular Activities Committee

Composition

- The Principal
- Cultural Incharge
- Sports Incharge
- NCC Officer
- NSS Officers
- Other Extension Club Incharges

Term: Permanent

Meetings: Twice a year

Functions:

- To plan activities to cater for the needs of the students.
- To keep updated records of all extracurricular activities.
- To coordinate all extracurricular and Co-curricular activities of the institution.
- To prepare and submit need-based budget.
- To review all the activities' reports and financial reports and submit to the Principal.

Category	No.	Members
Principal	1	Dr.V.Sujatha
For Culturals	2	Mr.P.Guhan Raj, Cultural Coordinator Mrs.A.Sahaya Jenita, Dept. of Computer Science
For Sports	1	Dr.B.Baby Shakila, Director of Physical Education
NCC	1	Capt. Dr.P.Kavitha, Dept. of Commerce
NSS	5	Dr.M.Neela, Dept. of Business Administration Ms.N.Sathammai Priya, Dept. of Microbiology Ms.M.Elakkiya, Dept. of Computer Applications Ms.G.Kanagavalli, Dept. of Commerce Dr. T. Amritha Mary, Dept. of Social Work.
Other Clubs	3	Dr. M.Neela, (Red Ribbon Club), Dept. of Business Administration Dr. M. Neela, (Unnath Bharat Abhiyan) Dept. of Business Administration Dr.S.ThamaraiSelvi, (Rotaract Club) Dept. of Business Administration Ms.V.Infine Sinduja, (Rotaract Club) Dept. of Computer Applications Dr.R.Nithyatharani (Leo Club), Dept. of Microbiology Ms.T.Haseena Banu, (ExNoRa), Department of English Dr.M.Anu, (Water Club), Department of Tamil

16. Infrastructure Maintenance Committee

Composition:

- Principal
- Manager
- Vice Principals
- Physical Directress
- Sixteen Senior Faculty Members nominated by the Principal
- Three Student representatives nominated by the Principal on rotation basis

Term: The term of the nominated members shall be three years

Meeting: Will meet twice a year

Functions:

- Observe and Maintain Floor Cleanliness
- Monitoring the defects and fixing the repair works instantly

Category	No.	Member
Principal	1	Dr.V.Sujatha
Office	1	Ms. S. Subhashini
Vice - Principals	2	Dr.S.Ramalakshmi Dr.S.Shameem
Director of Physical Education	1	Dr.B.Baby Shakila
B Block Ground Floor First Floor Second Floor Third Floor C Block Ground Floor First Floor Second Floor Third Floor D Block Ground Floor First Floor Second Floor Third Floor	16	Dr.R.Merlin Packiam, Dept. of CA Dr.M.Parveen, Dept. of IT Dr.P.Pungayee@Amirtham, Dept. of Chemistry Dr.B.Thamilmaraiselvi, Dept. of MB Dr.G.Maheswari, Dept. of Physics Dr.R.Rameshwari, Dept. of Bio Tech Dr.S.Jayashree Agarwal, Dept. of English Dr.G.Mettilda Bhuvaneswari, Dept. of SW Dr.S.Premalatha, Dept. Of Maths Ms.S.Pommi, Librarian Dr.S.Sudha, Dept. of Commerce Dr.J.Tamilselvi, Dept. of BBA

E Block First Floor Second Floor Third Floor		Dr.A.R.Gomathi, Dept. of Tamil Dr.A.Yasodha, Dept. of Tamil Dr.N.Subha, Dept. of Tamil
Auditorium		Mr.P.Guhanraj, Cultural Incharge
Student Representatives	3	College Union President College Union Secretary College Union Treasurer

17. Discipline Committee

Composition:

- The Principal (Chairman)
- Director of Physical Education
- Staff Sports Incharge
- Students Sports Incharge
- Representative from discipline committee students

Term: Permanent

Meetings: Once a year.

Functions:

1. Maintain the discipline inside the campus.
2. Regular monitoring of students wearing ID card.
3. Checking Bus Pass.
4. In need of emergency first aid facility available

Category	No.	Member
Principal	1	Dr.V.Sujatha
Vice Principals	2	Dr.S.Ramalakshmi, Vice Principal & Associate Professor, Dept. of Tamil Dr.S.Shameem, Vice Principal & Associate Professor, Dept. of Commerce
Co-ordinator of Discipline Committee	1	Dr.B.Baby Shakila Director of Physical Education

Staff In-charge	14	All Dept. Sports incharge
Student In-charge	4	Sports President Sports Secretary Sports joint secretary Sports Treasurer

Note: All Department will maintain throughout week discipline.

18. Canteen Committee

Composition:

- Principal
- Vice Principal
- Physical Directress
- Three Senior Faculty Members nominated by the Principal on rotation basis
- Five Student representatives nominated by the Principal on rotation basis
- Canteen operator

Term: The term of the nominated members shall be three years

Meeting: Will meet twice a Year

Functions:

- Sustain cleanliness in and around canteen
- Ensure hygienic eatables and quality food supply

Category	No.	Member
Principal	1	Dr.V.Sujatha
Vice – Principal	1	Dr.S.Ramalakshmi
Director of Physical Education	1	Dr.B.Baby Shakila
Senior Faculty Member	3	Dr.V.Kavitha, Dept. of Tamil Ms.M.Irudhaya Pushpam, Dept. of English Ms.J.Lalithambigai, Dept. of Commerce
Student Representatives	5	College Union President College Union Secretary College Union Treasurer College Union Vice President College Union Joint Secretary
Canteen Operator	1	R.Bremkumar

II. PROCEDURE FOR STARTING A NEW PROGRAMME

The procedure for starting a new programme in any department is as follows:

- (i) The Department concerned should submit a proposal to the Governing Body / Trust of the College and get its consent.
- (ii) The Department which intends to offer a new programme should submit a proposal to the concerned Board of Studies stating the
 - ❖ Need and scope of the programme.
 - ❖ Eligibility of the takers.
 - ❖ Syllabi for the various courses and the curriculum of the programme.
 - ❖ Methodology of teaching and evaluation techniques.
 - ❖ Eligibility of teachers.
 - ❖ Number of students per batch.
 - ❖ Period of the programme.
 - ❖ With its relevance to the society and job opportunities.
 - ❖ The recommendations of the Board of Studies are represented to the Academic Council.
 - ❖ The Academic Council shall scrutinize the syllabi, eligibility of the candidates and all other related issues and recommend to the College Governing Body / Trust.
 - ❖ After getting the permission from the College Governing Body / Trust, the Head of the Department concerned should approach through the Principal to get the recognition from the University / UGC / AICTE.
 - ❖ If the newly started programme is a Diploma or a Certificate Programme, the Diploma / Certificate will be issued under the College Seal.
 - ❖ The College may rename the existing programme after restructuring / redesigning it, with the approval of the College Academic Council as per the UGC norms. The new nomenclature should be as specified by the UGC under section 22 of UGC Act.
 - ❖ The University should be duly informed of such changes so that it may award new degrees in the place of the old ones.

The institution should be ready to clarify to the University regarding the issues in the proposal from the College. The College will provide such clarification with an understanding

that the University shall accept the student for award of degree under such newly proposed or modified study programmes.

A. PROGRAMMES OF STUDY

1. The LOCF - CBCS System: All programmes (named after the Core subjects) shall be conducted through Learning Outcomes – Based Curriculum Framework (LOCF) and Choice Based Credit System (CBCS). It is an instructional package developed to suit the needs of students to keep pace with the developments in Higher Education and the quality assurance expected of it in the light of liberalization and globalization in higher education. The course content of each programme shall be fixed in accordance with Programme Educational Objectives (PEOs), Programme Outcomes (POs), Programme Specific Outcome (PSOs) and Course Outcomes (COs).

2. ELIGIBILITY FOR UG PROGRAMME:

2.1. For Admission:

A pass in the Higher Secondary Examination (10+2) (Academic / Vocational Stream) conducted by the Government of Tamil Nadu; or an examination accepted as equivalent, subject to such conditions as may be prescribed there for:-

a. Arts

PROGRAMMES	ELIGIBILITY
B.A. Tamil	A Pass in 10 +2 with Tamil as a Language Paper.
B.A. English	A Pass in 10 +2.
Bachelor of Social Work(BSW)	A Pass in 10 +2.
B.B.A.	A Pass in 10 +2 with Commerce and Accountancy in HSC. 20% reserved for vocational stream.
B.Com.	<p>A Pass in 10 +2 with Commerce and Accountancy in HSC. 20% reserved for vocational stream.</p> <p><u>Lateral Entry (UG Commerce Degree)</u></p> <p>The students qualified with the Diploma in Commercial Practice / Diploma in Modern Office Practice [(10 + 3 (SSLC and Diploma)</p>

	/ 10 + 2 + 2 (SSLC, HSC and Diploma)] are eligible for admission into lateral entry of all branches of UG Commerce Degree Programmes including Corporate Secretaryship offered by all State Universities in Tamil Nadu (Government / Government Aided / Autonomous / Self Financing Colleges).
B.Com. (Computer Applications)	<p>A Pass in 10 +2 with Commerce and Accountancy in HSC. 20% reserved for vocational stream.</p> <p><u>Lateral Entry (UG Commerce Degree)</u></p> <p>The students qualified with the Diploma in Commercial Practice / Diploma in Modern Office Practice [(10 + 3 (SSLC and Diploma) / 10 + 2 + 2 (SSLC, HSC and Diploma)] are eligible for admission into lateral entry of all branches of UG Commerce Degree Programmes including Corporate Secretaryship offered by all State Universities in Tamil Nadu (Government / Government Aided / Autonomous / Self Financing Colleges).</p>

b. Science

PROGRAMMES	ELIGIBILITY
B.Sc. Mathematics	A Pass in 10+2 with Mathematics as one of the core Subjects.
B.Sc. Physics	A Pass in 10+2 with Physics and Mathematics.
B.Sc. Chemistry	A Pass in 10 +2 with Mathematics, Physics, Chemistry and Biology / Computer Science or Physics, Chemistry, Botany and Zoology.
B.Sc. Computer Science	A Pass in 10 +2 with Mathematics as one of the Core Subjects.
B.C.A.	
B.Sc. Information Technology	
B.Sc. Microbiology	A pass in 10+2 with Mathematics, Physics, Chemistry and Biology or Physics, Chemistry, Botany and Zoology or Biology as one of the core Subjects.

B.Sc. Nutrition & Dietetics	<p>A Pass in 10+2 with Chemistry and Biology / Home Science / Nursing.</p> <p>A Pass in 10+2 with Nutrition / Home Science in Vocational Stream.</p>
B.Sc. Biotechnology	<p>A Pass in 10 +2 with Mathematics, Physics, Chemistry, and Biology or Physics, Chemistry, Botany and Zoology or Biology as one of the Core Subjects.</p>
B.Sc. Cognitive Systems	<p>A Pass in 10 +2 with Computer Science, Maths, Physics, Chemistry subjects in higher secondary.</p> <p>Exceptions could be given to students who have studied Accounting & Commerce subjects with preferably Computer Sciences.</p>

2.2. For the Degree: The candidates should have subsequently undergone the prescribed course of study in this college affiliated to Bharathidasan University for a period of not less than three academic years (six semesters), passed the examinations prescribed and fulfilled such conditions that have been prescribed therefore.

2.3. Duration: The Programme is for a period of three years. Each academic year shall comprise of two Semesters viz., Odd and Even semesters. Odd Semester shall be from June / July to October / November and Even Semester shall be from November / December to April / May. There shall be not less than 90 working days which shall comprise 450 teaching clock hours for each Semester (Exclusive of the days for the conduct of University End-Semester Examinations).

2.4. Span of Period of completion of the UG Programme

- Time = N+2 years for the completion of programme. where 'N' stands for the normal or minimum duration prescribed for completion of the programme.
- In exceptional circumstance a further extension of one more year may be granted. The exceptional circumstances be spelt out clearly by the relevant statutory body concerned of the University.
- During the extended period the student shall be considered as a private candidate and also not be eligible for ranking.

The above conditions are applicable to the Redo/Transfer/Readmission Candidates.

2.5. Courses in Programmes

The UG Programme consists of a number of courses. The term “course” is applied to indicate a logical part of the subject matter of the programme and is invariably equivalent to the subject matter of a “paper” in the conventional sense. The following are the various categories of Courses suggested for the UG programmes : Language Courses (LC) (any one of the languages from Tamil, Hindi, Sanskrit, French), English Language Courses (ELC), Core Courses (CC), Core Practical (CP), Allied Courses (AC), Allied Practical (AP), Ability Enhancement Compulsory Course (AECC), Discipline Specific Elective (DSE), Skill Enhancement Course (SEC) and Generic Elective (GE). The Language Courses and English Language Courses are 4 each in number and the LC and ELC are meant to develop the student’s communicative skill at the UG level. Core Courses are the basic courses which are compulsorily required for each of the Programme of study. These will be related to the subject of the Programme in which the candidate gets her degree.

For Arts:

- i. Core Courses (CC) – 15, Allied Course (AC) – 4, Discipline Specific Elective (DSE) – 3, Generic Elective Course (GEC) 2, Skill Enhancement Course (SEC) – 2, Ability Enhancement Compulsory Course (AECC) – 5, Project – 1, Internship 1.

For Science:

- ii. Core Courses (CC) – 16, Allied Course (AC) – 6, Discipline Specific Elective (DSE) – 3, Generic Elective Course (GEC) - 2, Skill Enhancement Course (SEC) – 2, Ability Enhancement Compulsory Course (AECC) – 5, Project – 1, Internship 1.

The Discipline Specific Elective (DSE) are 3 courses in number for each UG. degree. A student shall choose at least two Generic Elective (GE) from outside her discipline. Skill Enhancement Course (SEC) are also open to students to choose from outside her discipline. Ability Enhancement Compulsory Courses Universal Human Values, Environmental Studies, Innovation and Entrepreneurship, Gender Studies, Professional Skills and the Core Course Cyber Security are mandatory courses for all the programmes.



CAUVERY COLLEGE FOR WOMEN (AUTONOMOUS)

B.A /B.SW/BBA/B.Com _____

LEARNING OUTCOME BASED CURRICULUM FRAMEWORK (CBCS - LOCF)

(For the Candidates admitted from the Academic year 2022-2023 and onwards)

Semester	Part	Course	Course Title	Course Code	Inst. Hrs. / week	Credits	Exam			Total
							Hrs.	Marks		
								Int	Ext	
I	I	Language Course-I (LC)			6	3	3	25	75	100
	II	English Language Course- I(ELC)			6	3	3	25	75	100
	III	Core Course – I(CC)					3	25	75	100
		Core Course- II (CC)					3	25	75	100
		First Allied Course- I (AC)			4	3	3	25	75	100
IV	Ability Enhancement Compulsory Course-I (AECC)	UGC Jeevan Kaushal- Universal Human Values	22UGVE	2	2	-	100	-	100	
Total					30	23				600
II	I	Language Course-II(LC)			5	3	3	25	75	100
	II	English Language Course- II(ELC)			6	3	3	25	75	100
	III	Core Course – III (CC)					3	25	75	100
		Core Course- IV (CC)					3	25	75	100
		First Allied Course – II (AC)			4	3	3	25	75	100
	IV	Ability Enhancement Compulsory Course-II (AECC)	Environmental Studies	22UGEVS	2	2	-	100	-	100
Extra Credit Course		SWAYAM	As per UGC Recommendation							
Total					30	23				600
III	I	Language Course-III (LC)			5	3	3	25	75	100
	II	English Language Course- III(ELC)			6	3	3	25	75	100
	III	Core Course– V(CC)					3	25	75	100
		Core Course - VI(CC)					3	25	75	100
		Second Allied Course-I (AC)			4	3	3	25	75	100
	IV	Ability Enhancement Compulsory Course- III (AECC)	Innovation and Entrepreneurship	22UGIE	2	1	-	100	-	100
		Generic Elective Course- I (GEC)		22UXX3GEC1	2	2	3	25	75	100
			Basic Tamil - I	22ULC3BT1						
			Special Tamil - I	22ULC3ST1						
	Extra Credit Course		SWAYAM	As per UGC Recommendation						
	Total					30	23			

15 Days INTERNSHIP during Semester Holidays

IV	I	Language Course - IV (LC)			6	3	3	25	75	100
	II	English Language Course – IV (ELC)			6	3	3	25	75	100
	III	Core Course – VII(CC)					3	25	75	100
		Core Course – VIII(CC)					3	25	75	100
		Second Allied Course- II (AC)			4	3	3	25	75	100
		Internship		22UXX4INT	-	2	-	-	-	100
	IV	Generic Elective Course- II (GEC)		22UXX4GEC2	2	2	3	25	75	100
			Basic Tamil - II	22ULC4BT2						
Special Tamil -II			22ULC4ST2							
Skill Enhancement Course – I(SEC)			22UXX4SEC1P	2	2	3	40	60	100	
Extra Credit Course		SWAYAM		As per UGC Recommendation						
Total	Total				30	25				800

V	III	Core Course – IX(CC)					3	25	75	100
		Core Course – X(CC)					3	25	75	100
		Core Course - XI(CC)					3	25	75	100
		Core Course – XII(CC)					3	25	75	100
		Discipline Specific Elective – I(DSE)	A.	22UXX5DSE1A		4	3	25	75	100
			B.	22UXX5DSE1B						
			C.	22UXX5DSE1C						
	IV	Ability Enhancement Compulsory Course-IV(AECC)	UGC Jeevan Kaushal -Professional Skills	22UGPS	2	2	-	100	-	100
		Skill Enhancement Course – II(SEC)		22UXX5SEC2AP	2	2	3	40	60	100
	Extra Credit Course		SWAYAM		As per UGC Recommendation					
Total				30	29				700	

VI	III	Core Course – XIII(CC)					3	25	75	100
		Core Course –XIV(CC)					3	25	75	100
		Core Course – XV(CC)					3	25	75	100
		Core Course – XVI(CC)	Cyber Security	22UGCS	5	4	3	25	75	100
		Discipline Specific Elective – II(DSE)	A.	22UXX6DSE2A		4	3	25	75	100
			B.	22UXX6DSE2B						
			C.	22UXX6DSE2C						
		Project	Project Work	22UXX6PW	5	3	-	-	100	100
	V	Ability Enhancement Compulsory Course-V(AECC)	Gender Studies	22UGGS	1	1	-	100	-	100
		Extension activity		22UGEA	-	1	-	-	-	-
	Total				30	27				700

	Grand Total				180	150				4100
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Courses & Credits for UG Programmes (Arts)

Part	Course	No of Courses	Credits	Total
I	Tamil/ Other Language	4	12	12
II	English	4	12	12
III	Core (Theory & Practical)	16	84	109
	Project Work	1	3	
	Internship	1	2	
	First Allied	2	6	
	Second Allied	2	6	
	DSE	2	8	
IV	GEC	2	4	15
	SEC	2	4	
	AECC-I Universal Human Values	1	2	
	AECC-II-Environmental Studies	1	2	
	AECC-III-Innovation and Entrepreneurship	1	1	
	AECC-IV-Professional Skills	1	2	
V	AECC-V Gender Studies	1	1	02
	Extension Activities	--	1	
		41		150



CAUVERY COLLEGE FOR WOMEN (AUTONOMOUS)

BCA/ B.Sc

LEARNING OUTCOME BASED CURRICULUM FRAMEWORK (CBCS - LOCF)
(For the Candidates admitted from the Academic year 2022-2023 and onwards)

Semester	Part	Course	Course Title	Course Code	Inst. Hrs. / week	Credits	Exam			Total
							Hrs.	Marks		
								Int	Ext	
I	I	Language Course-I (LC)			6	3	3	25	75	100
	II	English Language Course-I(ELC)			6	3	3	25	75	100
	III	Core Course – I(CC)				3	3	25	75	100
		Core Practical - I (CP)				3	3	40	60	100
		First Allied Course- I (AC)			4	3	2	25	75	100
First Allied Course- II (AC)				4	3	3	25	75	100	
IV	Ability Enhancement Compulsory Course-I (AECC)	UGC Jeevan Kaushal- Universal Human Values	22UGVE	2	2	-	100	-	100	
Total					30	22			700	
II	I	Language Course-II(LC)			5	3	3	25	75	100
	II	English Language Course-II(ELC)			6	3	3	25	75	100
	III	Core Course – II (CC)				3	3	25	75	100
		Core Practical - II (CP)				3	3	25	75	100
		Core Course-III(CC)/Core Practical -III (CP)				3	3			100
		First Allied Course – III (AC)				3	3	25	75	100
	IV	Ability Enhancement Compulsory Course-II (AECC)	Environmental Studies	22UGEVS	2	2	-	100	-	100
		Ability Enhancement Compulsory Course-III (AECC)	Innovation and Entrepreneurship	22UGIE	2	1	-	100	-	100
	Extra Credit Course		SWAYAM		As per UGC Recommendation					
Total					30	23				800
III	I	Language Course-III (LC)			5	3	3	25	75	100
	II	English Language Course-III(ELC)			6	3	3	25	75	100
	III	Core Course– III(CC)					3	25	75	100
		Core Practical - IV(CP)					3	40	60	100
		Second Allied Course-I (AC)				3	3	25	75	100
		Second Allied Course- II (AP)				3	3	25	75	100
	IV	Generic Elective Course- I (GEC)		22UXX3GEC1	2	2	3	25	75	100
			Basic Tamil - I	122ULC3BT1						
			Special Tamil - I	122ULC3ST1						
	Extra Credit Course		SWAYAM		As per UGC Recommendation					
	Total					30	23			

15 Days INTERNSHIP during Semester Holidays

IV	I	Language Course - IV (LC)			6	3	3	25	75	100	
	II	English Language Course – IV (ELC)			6	3	3	25	75	100	
	III	Core Course – IV(CC)					3	25	75	100	
		Core Practical - V(CP)					3	40	60	100	
		Second Allied Course- III (AC)				3	3			100	
	IV	Generic Elective Course- II (GEC)	Internship	Internship	22UXX4INT	-	2	-	-	-	100
				Basic Tamil - II	22ULC4BT2	2	2	3	25	75	100
				Special Tamil - II	22ULC4ST2						
		Skill Enhancement Course – I(SEC)	Practical	22UXX4SEC1P	2	2	3	40	60	100	
	Extra Credit Course		SWAYAM		As per UGC Recommendation						
	Total				30	25				800	
V	III	Core Course – V(CC)					3	25	75	100	
		Core Practical – VI(CP)					3	40	60	100	
		Core Course - VI(CC)					3	25	75	100	
		Core Course – VII(CC)					3	25	75	100	
		Discipline Specific Elective – I(DSE)	A.	22UXX5DSE1A		4	3	25	75	100	
			B.	22UXX5DSE1B							
	C.		22UXX5DSE1C								
	IV	Ability Enhancement Compulsory Course-IV(AECC)	UGC Jeevan Kaushal - Professional Skills	22UGPS	2	2	-	100	-	100	
		Skill Enhancement Course – II(SEC)	Practical	22UXX5SEC2P	2	2	3	40	60	100	
Extra Credit Course		SWAYAM		As per UGC Recommendation							
Total					30	29				700	
VI	III	Core Course – VIII(CC)					3	25	75	100	
		Core Course – VII(CC)					3	25	75	100	
		Core Course – VIII(CC)	Cyber Security	22UGCS	5	4	3	25	75	100	
		Core Practical – IX(CP)			3		3	40	60	100	
		Discipline Specific Elective – II(DSE)	A.	22UXX6DSE2A		4	3	25	75	100	
			B.	22UXX6DSE2B							
			C.	22UXX6DSE2C							
		Project	Project Work	22UXX6PW	5	4	-	-	100	100	
	V	Ability Enhancement Compulsory Course-V(AECC)	Gender Studies	22UGGS	1	1	-	100	-	100	
		Extension activity		22UGEA	-	1	-	-	-	-	
Total					30	28				700	
Grand Total					180	150				4400	

Courses & Credits for UG Science Programmes

Part	Course	No. of Courses	Credits	Total Credits
I	Tamil/ Other Language	4	12	12
II	English	4	12	12
III	Core (Theory & Practical)	17	77	109
	Project Work	1	4	
	Internship	1	2	
	First Allied	3	9	
	Second Allied	3	9	
	DSE	2	8	
IV	GEC	2	4	15
	SEC	2	4	
	AECC-I -Universal Human Values	1	2	
	AECC-II-Environmental Studies	1	2	
	AECC-III-Innovation and Entrepreneurship	1	1	
	AECC-IV Professional Skills	1	2	
V	AECC-V Gender Studies	1	1	02
	Extension Activities	–	1	
		44		150



Cauvery College for Women (Autonomous)
PG & Research department of Computer Science
B.Sc Computer Science with Cognitive Systems

LEARNING OUTCOME BASED CURRICULUM FRAMEWORK (CBCS – LOCF)
(For the Candidates admitted from the Academic year 2022-2023 and onwards)

Semester	Part	Course	Course Title	Course Code	Inst. Hrs. / week	Credits	Exam			Total
							Hrs.	Marks		
								Int	Ext	
I	I	Language Course-I (LC)	Ikkaala Ilakkiyam	22ULT1	6	3	3	25	75	100
			Hindi Literature &Grammar - I	22ULH1						
			History of popular tales, Literature andSanskrit story	22ULS1						
			Basic French-I	22ULF1						
	II	English Language Course-I(ELC)	Functional English forEffective Communication -I	22UE1	6	3	3	25	75	100
	III	Core Course – I (CC)	Operating Systems(T&P)	22UCG1CC1	4+2	6	2	50*	50*	100
		Core Practical - I (CP)	Introduction to Worksheet (P)	22UCG1CC1P	2	2	3	40	60	100
		Core Course – II (CC)	IT Cognition	22UCG1CC2	3	3	3	25	75	100
		First Allied Course- I (AC)	Applied Mathematics	22UCG1AC1	5	3	3	25	75	100
	IV	Ability EnhancementCompulsory Course-I(AECC)	UGC Jeevan Kaushal- Universal Human Values	22UGVE	2	2	-	100	-	100
	Total				30	22				700
II	I	Language Course-II (LC)	Idaikkaala IlakkiyamumPuthinamum	22ULT2	5	3	3	25	75	100
			Hindi Literature &Grammar – II	22ULH2						
			Poetry, Textual Grammarand Alankara	22ULS2						
			Basic French-II	22ULF2						
	II	English Language Course-II (ELC)	Functional English forEffective Communication -II	22UE2	6	3	3	25	75	100
	III	Core Course – III (CC)	Computer Networks	22UCG2CC3	5	5	3	25	75	100
		Core Practical-II (CP)	Computer Networks (P)	22UCG2CC2P	2	2	3	40	60	100
		Core Course – IV (CC)	Information Technology Infrastructure Library	22UCG2CC4	2	2	3	25	75	100
		First Allied Course – II (AC)	Statistics	22UCG2AC2	4	3	3	25	75	100
		First Allied Course – III (AC)	Operations Research	22UCG2AC3	4	3	3	25	75	100
	Ability EnhancementCompulsory Course-II(AECC)	Environmental Studies	22UGEVS	2	2	-	100	-	100	
	Total				30	23				800
III	I	Language Course-III(LC)	KaappiyamumNaadakam um	22ULT3	5	3	3	25	75	100
			Hindi Literature &Grammar – III	22ULH3						
			Prose, Textual Grammarand Vakyarachana	22ULS3						
			Intermediate French-I	22ULF3						
	II	English Language Course-III (ELC)	Learning GrammarThrough Literature-I	22UE3	6	3	3	25	75	100
	III	Core Course – V (CC)	Java Programming	22UCG3CC5	5	5	3	25	75	100
		Core Practical – III (CP)	Java Programming (P)	22UCG3CC3P	2	2	3	40	60	100
		Core Course-VI (CC)	Infrastructure Management	22UCG3CC6	6	6	3	25	75	100
		Second Allied Course- I (AC)	Digital ComputerFundamentals	22UCG3AC4	4	3	3	25	75	100
	IV	Generic Elective Course- I (GEC)	Office Automation (P)	22UCG3GEC1P	2	2	3	40	60	100
			Basic Tamil – I	22ULC3BT1				25	75	
			Special Tamil – I	22ULC3ST1						
Total					30	24				700

15 Days INTERNSHIP during Semester Holidays

IV	I	Language Course - IV(LC)	Pandaiya Ilakkiyamum Urainadaiyum	22ULT4	6	3	3	25	75	100
			Hindi Literature &Functional Hindi	22ULH4						
			Drama, History of Drama Literature	22ULS4						
			Intermediate French-II	22ULF4						
	II	English Language Course– IV (ELC)	Learning Grammar Through Literature–II	22UE4	6	3	3	25	75	100
	III	Core Course – VII (CC)	Database Management Systems (T&P)	22UCG4CC7	4+2	6	2	50*	50*	100
		Second Allied Course- II(AP)	Digital & Microprocessor(P)	22UCG4AC5P	4	3	3	40	60	100
		Second Allied Course –III(AC)	Microprocessor &Microcontrollers	22UCG4AC6	4	3	3	25	75	100
		Internship	Internship	22UCG4INT	-	2	-	-	-	100
	IV	Generic Elective Course-II (GEC)	Multimedia (P)	22UCG4GEC2P	2	2	3	40	60	100
			Basic Tamil – II	22ULC4BT2				25	75	
			Special Tamil – II	22ULC4ST2						
		Ability Enhancement Compulsory Course-III(AECC)	Campus to Corporate	22UGCM	2	1	-	100	-	100
Total					30	23				800
V	III	Core Course – VIII (CC)	Software Testing(T&P)	22UCG5CC8	3+2	4	2	50*	50*	100
		Core Course- IX (CC)	Introduction to Digital Technologies (T&P)	22UCG5CC9	4+2	6	2	50*	50*	100
		Core Course – X (CC)	Client Relationship Management (T&P)	22UCG5CC10	4+2	6	2	50*	50*	100
		Core Course –XI (CC)	Virtualization & Cloud (T&P)	22UCG5CC11	4+2	6	2	50*	50*	100
		Discipline SpecificElective – I (DSE)	A. Computer Organization& Architecture	22UCG5DSE1A	5	4	3	25	75	100
			B. Process Management	22UCG5DSE1B						
			C. Computer Graphics	22UCG5DSE1C						
	IV	Ability Enhancement Compulsory Course-IV (AECC)	UGC Jeevan Kaushal - Professional Skills	22UGPS	2	2	-	100	-	100
		Skill Enhancement Course– I (SEC)	HTML, CSS, JavaScript (P)	22UCG5SEC1P	2	2	3	40	60	100
Total					30	30				700
VI		Core Course –XII (CC)	Python Programming(T & P)	22UCG6CC12	4+2	6	3	50*	50*	100
		Core Course –XIII (CC)	Data Structures &Algorithms	22UCG6CC13	6	6	3	25	75	100
		Core Course –XIV (CC)	Cyber Security	22UGCS	5	4	3	25	75	100
		Discipline SpecificElective – II (DSE)	A. Artificial Intelligence	22UCG6DSE2A	5	4	3	25	75	100
			B. Network Security	22UCG6DSE2B						
			C. Big Data & IoT	22UCG6DSE2C						
	Project	Project Work	22UCG6PW	5	4	-	-	100	100	
		Skill Enhancement Course– II (SEC)	MONGODB (P)	22UCG6SEC2P	2	2	3	40	60	100
		Gender Studies	Gender Studies	22UGGS	1	1	-	100	-	100
Extension activity			22UGEA	0	1	0	-	-	-	
Total					30	28				700
Grand Total					180	150				4400

T & P: ESE: 50 (Theory Exam), CIA: 50* (Practical: 40 + Theory :10)

The Internal and external marks for theory and practical courses are as follows:

Course	Internal Marks	External Marks
Theory	25	75
Practical	40	60
Theory & Practical	50	50
Internship	25	75
Project	-	100

For Theory Courses:

The passing minimum for CIA shall be 40% out of 25 marks (i.e. 10 marks) The passing minimum for End Semester Examinations shall be 40% out of 75marks (i.e.30 marks)

For Practical Courses:

The passing minimum for CIA shall be 40% out of 40 marks (i.e. 16 marks)

The passing minimum for End Semester Examinations shall be 40% out of 60 marks (i.e. 24 marks)

For Theory & Practical Courses:

The passing minimum for CIA shall be 40% out of 50 marks (i.e. 20 marks)

The passing minimum for End Semester Examinations shall be 40% out of 50 marks (i.e.20 marks)

For Internship:

The passing minimum not less than 40% in the aggregate.

For Project Work:

The passing minimum not less than 40% out of 100 marks

Part	Course	No. of Courses	Credits	Total Credits
I	Tamil/ Other Language	4	12	12
II	English	4	12	12
III	Core (Theory& Practical)	17	77	109
	Project Work	1	4	
	Internship	1	2	
	First Allied	3	9	

	Second Allied	3	9	
	DSE	2	8	
IV	GEC	2	4	15
	SEC	2	4	
	AECC-I -Universal Human Values	1	2	
	AECC-II-Environmental Studies	1	2	
	AECC-III-Campus to Corporate	1	1	
	AECC-IV Professional Skills	1	2	
V	Gender Studies	1	1	02
	Extension Activities	–	1	
Total		44		150

2.6. Selection of students to the Elective Course (EC):

- The Department Committee shall follow a selection procedure on a first- come-first-served basis, fixing the maximum number of student, counseling the student etc. to avoid overcrowding to particular course(s) at the expense of some other courses.
- The Department shall provide all information relating to the ECs in each programme to all the students so as to enable them to choose their ECs.

2.7. Part IV

Generic Elective Courses I and II, Skill Enhancement Courses I and II and the following Ability Enhancement Compulsory Courses are offered under Part IV.

- ❖ Universal Human Values is offered in the 1st Semester in all UG. Courses (2 hours – 2 credits).
- ❖ Environmental Studies course is offered in the 2nd semester in all UG Programmes as per the recommendation of the UGC (2 hours - 2 credits).
- ❖ Innovation in Entrepreneurship is offered in all UG programmes. (2 hours – 1 Credit) in the Second semester for all UG Science programme and in Third Semester for all UG Arts programme.

- ❖ Professional Skills is offered in the 5th Semester in all UG. Programmes. (2 hours – 2 credits).

2.8. Part V

- ❖ Extension and Extra –Curricular Activities should be carried out apart from the regular class hours (1 credit).
- ❖ Gender Studies is offered in the 6th Semester as Ability Enhancement Compulsory Course in all U.G. Programmes (1 hour – 1 credit).

2.9. SWAYAM NPTEL Courses:

Extra Credit Courses are offered through Swayam NPTEL.

- ❖ UG Students can register and clear two NPTEL courses in any of the semesters starting from **Semester II to Semester V**.
- ❖ PG Students can register and complete two NPTEL courses one in each semester during the **II and III Semester**.
- ❖ Interested students can do more courses and gain **maximum of 10 Credits**.

Pass Criteria:

- ❖ The students those who got **certification from NPTEL (Internal 40%(10/25) + External 40%(30/75))** will be given the same credit of the selected course as given by NPTEL.
- ❖ The students those who were unable to clear as per the NPTEL norms but had secured **40 and above cumulatively (Internal + External)**, are considered as ‘Cleared’ and would gain the same credit of the NPTEL.
- ❖ 4 Weeks – 1 Credit, 8 Weeks – 2 Credits, 12 Weeks – 3 Credits.
- ❖ In case, the student fails to meet the pass criteria of NPTEL as well as college in the current semester, she may select same/new NPTEL course in the next semester and complete it successfully.

2.10. Wadhvani Course

Entrepreneurship Development Cell is offering a credit course as “Essentials of Entrepreneurship” part of the IGNITE PROGRAM offered by Wadhvani Foundation - National Entrepreneurship Network (NEN). This programme is offered to the second-year students studying in III semester from the academic year 2022. The course structure is a 14-week programme for 38 hours framed by the Wadhvani foundation team. 2 credits will be offered for the students (any discipline) who enroll in this programme. After a selection process a final strength of 30 students comprising of 10 teams with 3 students per team will be selected for this course.

2.11. Value Added Course

Courses of 30 hours duration which are optional, and offered outside the curriculum that add value and help the students in getting placed. As an initiative towards enhancing the students' existing skill sets and aligning it to the industry expectation, the college has introduced a number of Valued-Added Courses. Apart from curriculum, Valued-Added Courses are designed to provide necessary skills to increase the employability quotient and equip the students with essential skills to succeed in life. Each Valued-Added Course consists 30 hours duration, the syllabus of the course is approved by the Board of Studies Members of the respective departments. Attendance is mandatory and the Certificate will be issued at the end of the course. The list of Valued-Added Courses is displayed in the website and students are admitted to the eligible courses on a first come first serve basis.

2.12. Internship

A designated activity that carries 2 credits involving 15 days of working in an organization under the guidance of an identified mentor. This Internship programme is included in the curriculum at the end of III semester in the winter holidays for both Arts and Science stream.

2.13. Project

The candidate shall be required to take up a Project Work by group or as an individual and submit it at the end of the final semester. The Head of the Department shall assign the Guide who, in turn, will suggest the Project Work to the students in the beginning of the final year. The Project will be evaluated by an internal and an external examiner. The candidate concerned will have to defend his/her Project through a Viva- voce.

2.14. Semesters

An academic year is divided into two semesters. In each semester, courses are offered in duration of 15 teaching weeks with 30 hours per week and the remaining weeks are to be utilized to conduct examinations and evaluation purposes.

2.15 Credits

The term “Credit” refers to the weightage given to a course, usually in relation to the instructional hours assigned to it. For instance, a six hour course per week is assigned four to six credits, four/five hour course per week is assigned three to five credits and two hour course per week is given one credit. However, in no instance the credits of a course can be greater than hours allotted to it. The total minimum credits, required for completing a UG Programme is 150 credits.

3. Course

Each Course is designed with lectures/tutorials/laboratory or field work/seminar/ Projects/practical training/Assignments/Term paper or Report writing etc., to meet effective teaching and learning requirements.

4. ELIGIBILITY FOR PG PROGRAMME

4.1. For Admission in Arts:

A candidate who is a graduate of any recognized University in the main subject / subjects as given below against each: Provided that candidates who have qualified for the B.A. / B.Sc. / B.Com. / BCA / BBA. / B.Litt. shall also be eligible for M.A. Programmes in the Language concerned offered by them under Part I, Part II and Part IV (Non Major Electives) provided that they have study with atleast 12 credits.

S.No.	Programme	Eligibility
1	M.A. Tamil	A Pass in B.A Tamil / B.Lit / B.A Applied Tamil / Pulavar Degree (or) Any UG Degree with Tamil as Part I Language
2	M.A. English	A Pass in B.A English (or) Any UG Degree with English as Part II Language
3	Master of Social Work	A Pass in any UG Degree
4	M.Com.	A Pass in B.Com. / Bank Management / Computer Applications / Financial Management / B.Com. (Applied) / B.B.A. and other related Programmes equivalent to B.Com.

4.2. For Admission in Science:

A candidate who is a graduate of any recognized University in the main subject / subjects as given below against each or who has passed an examination as equivalent thereto.

S.No.	Programme	Eligibility
1	M.Sc. Chemistry	A Pass in B.Sc. Chemistry
2	M.Sc. Computer Science	A Pass in B.Sc. Computer Science/ B.Sc. Information Technology / BCA/ B.Sc. Software Development of Bharathidasan University or from a recognized University or an examination accepted by the Syndicate as equivalent there to.
3	M.Sc. Food Service Management & Dietetics	A Pass in B.Sc. Nutrition & Dietetics / Home Science / Food Technology / B.Voc. Food Processing / B.Voc. Food Processing Technology
4	M.Sc. Mathematics	A Pass in B.Sc. Mathematics
5	M.Sc. Microbiology	A Pass in B.Sc. with Biotechnology / Biochemistry / Botany / Zoology / Microbiology / Bioinformatics / Biology / Life sciences / B.Sc. with Biological Sciences as one of the subjects (B.E. / B.Tech in Biotechnology) / B.Pharm. / B.Sc. Agriculture / B.Sc. Horticulture.
6	M.Sc. Physics	A Pass in B.Sc., Physics with Mathematics as an Allied subject.

4.3. Degree

The candidates shall have subsequently undergone the prescribed programme of study in this institution for not less than two academic years comprising 4 semesters, passed the examinations prescribed and fulfilled such conditions as have been prescribed thereof.

4.4. Duration

The duration of all PG programmes is two years. Each year shall consist of two semesters viz., Odd and Even semesters. Odd semester shall be from June / July to October / November and Even semester shall be from November / December to April / May. There shall be not less than 90 working days which shall comprise 450 teaching hours for each semester (exclusive of the days for the conduct of university end-semester examinations).

4.5. Span of Period of Completion of the PG Programme

- a) Time = N+2 years for the completion of programme, where 'N' stands for the normal or minimum duration prescribed for completion of the programme.
- b) In exceptional circumstance a further extension of one more year may be granted. The exceptional circumstances be spelt out clearly by the relevant statutory body concerned of the University.
- c) During the extended period the student shall be considered as a private candidate and also not be eligible for ranking.

The above conditions are applicable to the Redo/Transfer/Readmission Candidates.

4.6. Courses in Programmes

A PG programme consists of a number of courses. The term “course” is applied to indicate a logical part of the subject matter of the programme and is invariably equivalent to the subject matter of a “paper” in the conventional sense. The following are the various categories of the courses suggested for the PG programmes:

For Arts:

- (i) Core Courses (CC) – 12, Core Choice Courses (CCC) -3, Discipline Specific Elective (DSE) – 3, Generic Elective Course (GE) 2, Project – 1, Internship 1.

For Science:

- (ii) Core Courses (CC) – 08, Core Practical (CP) – 4, Core Choice Courses (CCC) -3, Discipline Specific Elective (DSE) – 3, Generic Elective Course (GE) 2, Project – 1, Internship 1.



CAUVERY COLLEGE FOR WOMEN (AUTONOMOUS)

M.A/ M.Com/ M. Sc _____

LEARNING OUTCOME BASED CURRICULUM FRAMEWORK (CBCS – LOCF)
(For the Candidates admitted from the Academic year 2022-2023 onwards)

Semester	Course	Course Title	Course Code	Inst. Hrs. / week	Credits	Exam			Total
						Hrs.	Marks		
							Int.	Ext.	
I	Core Course– I (CC)				5	3			100
	Core Course – II (CC)				5	3			100
	Core Course –III (CC)				5	3			100
	Core Course - IV (CC)				5	3			100
	Discipline Specific Elective Course-I (DSE)	A.	22PXX1DSE1A	6	3	3			100
		B.	22PXX1DSE1B						
		C.	22PXX1DSE1C						
	Total			30	22				500

15 Days INTERNSHIP during Semester Holidays

II	Core Course– V (CC)				5	3			100
	Core Course –VI (CC)				5	3			100
	Core Course - VII (CC)				5	3			100
	Core Choice Course– I (CCC)	A.	22PXX2CCC1A		4	3			100
		B.	22PXX2CCC1B						
		C.	22PXX2CCC1C						
	Discipline Specific Elective Course-II (DSE)	A.	22PXX2DSE2A		3	3			100
		B.	22PXX2DSE2B						
		C.	22PXX2DSE2C						
	Internship	Internship	22PXX2INT	-	2	-	-	100	100
	Extra Credit Course	SWAYAM	As per UGC Recommendation						
	Total			30	23				600
III	Core Course–VIII (CC)				5	3			100
	Core Course – IX (CC)				5	3			100
	Core Course- X (CC)				5	3			100
	Core Choice Course– II (CCC)	A. Cyber Security	22PGCS3CCC2A	5	4	3	25	75	100
		B.	22PXX3CCC2B						
		C.	22PXX3CCC2C						
	Discipline Specific Elective Course-III (DSE)	A. Competitive Examination	22PXX3DSE3A		3	3	-	100	100
		B.	22PXX3DSE3B			3	25	75	
		C.	22PXX3DSE3C						
	Generic Elective Course -I (GEC)		22PXX3GEC1	3	2	3	25	75	100
	Extra Credit Course	SWAYAM	As per UGC Recommendation						
	Total			30	23				600

IV	Core Course-XI (CC)				5	3			100
	Core Course - XII (CC)				5	3			100
	Core Choice Course– III (CCC)	A.	22PXX4CCC3A		4	3			100
		B.	22PXX4CCC3B						
		C.	22PXX4CCC3C						
	Generic Elective Course-II (GEC)		22PXX4GEC2	3	2	3			100
	Project	Project Work	22PXX4PW	9	5	-	-	100	100
	Total			30	22				500
Grand Total				120	92				2200

Courses & Credits for PG Programmes

Sl. No	Courses	No of Courses	No of Credits	Marks
1.	Core Course – (CC)	12	60	1200
2.	Core Choice Course– (CCC)	3	12	300
3.	Discipline Specific Elective- (DSE)	3	9	300
4.	Generic Elective Course - (GEC)	2	4	200
5.	Project	1	5	100
6.	Internship	1	2	100
	Total	22	92	2200

4.7. Selection of students to the Elective Courses

- a. The departments shall provide all information relating to the Elective Courses in each Programme to all the students so as to enable them to choose their Elective Courses.

4.8. Internship

A designated activity that carries 2 credits involving 15 days of working in an organization under the guidance of an identified mentor. This Internship programme is included in the curriculum at the end of 1st semester in the winter holidays.

4.9. Project

Each candidate shall be required to take up a Project Work and submit it at the end of the final semester. The Head of the Department shall assign the Guide who, in turn, will suggest the Project Work to the student in the beginning of the final year. The Project will be evaluated by an internal and an external examiner nominated by the Controller of Examinations. The candidate concerned will have to defend his / her Project through a Viva- voce.

4.10. Semesters

In each semester, Courses are offered in 15 teaching weeks and the remaining 5 weeks are to be utilized to conduct examinations and evaluation purposes. Each week shall have 30 working hours spread over 5/6 days a week.

4.11. Credits

The term “Credit” refers to the weightage given to a course, usually in relation to the instructional hours assigned to it. For instance, a six hour course is assigned four to six

credits, four / five hour course is assigned three to five credits. However, in no instance the credits of a course can be greater than the hours allotted to it. The total minimum credits required for PG programmes is 92.

4.12. Course

Each course is designed with lectures / tutorials / laboratory or field work / seminar / practical training / assignments / term paper or report writing etc., to meet effective teaching and learning requirements.

5. For Ph.D Programmes

As per University Regulations.

III. REGULATIONS FOR EXAMINATIONS AND VALUATIONS

1. EXAMINATION SYSTEM:

Semester system is followed. A semester consists of a minimum of 90 working days excluding the days of conduct of End Semester Examination (ESE). There will be Continuous Internal Assessment (CIA) to evaluate the performance of students in each course and the End Semester Examination will be held at the end of every semester. Marks for ESE and CIA with reference to the maximum marks for the courses will be as follows:

Component	Max. Marks	ESE	CIA
Theory	100	100	-
	100	75	25
	100	50	50
Practical	100	60	40

2. STUDENTS INSTRUCTIONS FOR END SEMESTER EXAMINATIONS (ESE):

- i. All the students who have obtained the required number of days of attendance are eligible to appear for the End Semester Examinations irrespective of whether they have passed in the CIA or not. If a student has a shortage of attendance and if the shortage of attendance is condoned as per the guidelines of the institution then she can appear for the End Semester Examinations, after paying the prescribed condonation fee. Students with shortage of attendance will not be permitted to write that semester's examinations.

- ii. Students have to pay the examination fees for all the courses of the current semester and arrear courses, if any, and submit the application form to the Office of the Controller of Examinations before the stipulated date.
- iii. The Hall Tickets for the End Semester Examinations will be made available to the students a few days before the commencement of the End Semester Examinations. Each student must bring her Hall Ticket and ID card to every session of the End Semester Examinations. If, for any valid reason, the Hall Ticket of a student is detained she is not permitted to write the ESE.

3. CHIEF SUPERINTENDENT (CIA and ESE):

- i. For each academic year one senior member of the staff will be appointed by the Principal as the Chief Superintendent, based on her availability and willingness. The Chief Superintendent will be fully responsible for conducting the CIA and ESE.
- ii. She will be supported by a team of staff members including Additional Chief Superintendent, invigilators and other non - teaching support staff.
- iii. For the End Semester Examinations, the remuneration will be paid based on the guidelines laid down by the college which shall not be less than that fixed by Bharathidasan University. The Chief Superintendent will follow the guideline strictly to choose the invigilators and supporting staff.
- iv. For the End Semester Examinations the invigilation duty is mandatory for all the teaching faculty. However, the Chief Superintendent can use her discretion to assign desired number of sessions judiciously to teaching faculty who willingly opt for it.
- v. The Chief Superintendent may also get some staff members (about 5-10%) from neighbouring colleges for invigilation work during the End Semester Examinations.
- vi. Any change in the invigilation assignment must be done only with the approval of the Chief Superintendent.

DUTIES OF THE CHIEF SUPERINTENDENT

The Chief Superintendent will

- i. Be responsible for making all arrangements for CIA and ESE Examinations.
- ii. Look after the preliminary arrangements like collection of Answer Booklets, Absentees Statement Forms, Attendance Forms and other Stationery from the College Office / Office of the Controller of Examinations prior to the CIA or ESE.
- iii. Look after the assignment of invigilation duty to the teaching staff for the CIA and ESE.

- iv. Collect the question papers from the Office of the Controller of Examinations in advance, verify and tally with the course and the number of students registered for the respective courses as per the time table and keep them in her safe custody.
- v. Assign rooms / Halls to the invigilators and distribute required number of question papers half an hour before the commencement of CIA / ESE.
- vi. Instruct the invigilators to be in their respective rooms / halls at least 10 minutes before the commencement of the CIA / ESE.
- vii. Instruct the invigilator to check if the students have brought their ID cards and Hall Tickets (for the End Semester Examinations)
- viii. Ensure that the absentees are marked and the signature of the students present are obtained promptly by the invigilators.
- ix. Ensure that the answer scripts are collected, checked and packed in respective covers on which the register numbers present and absent are marked correctly along with the course code and the course title.
- x. Make sure that the answer scripts bundles are handed over to the respective Departments immediately after the CIA and to the Chief Superintendent after End Semester Examinations along with the list of absentees and get the acknowledgment for the same.
- xi. Ensure that all malpractice cases (of any nature) are reported to the Office of the Controller of Examinations promptly.

4. THE CHIEF OBSERVER

- i. The HOD will act as a Chief Observer for the Examinations in the particular sessions assigned to them.
- ii. Inspect the Examination Halls and verify the seating arrangement. If the seating arrangement is improper, she shall inform the superintendent of Exam and get it amended.
- iii. Visit the examination hall frequently and check for proper conduct of examination and discouraging malpractice.
- iv. Report the case of malpractice / misconduct, if any, to the Chief Superintendent of Exam. The Chief Superintendent of Exam shall take action in such cases as per prescribed procedure.

5. DUTIES OF HALL SUPERINTENDENT / INVIGILATORS

- i. The Invigilators are requested to report to the Chief Superintendent according to the timings given below:

	FORENOON SESSION	AFTERNOON SESSION
Examination Timings	09.30 a.m. to 12.30 p.m.	01.30 p.m. to 04.30 p.m.
Reporting Time	08.30 a.m.	12.30 p.m.

- ii. The Invigilators are requested to verify that the students do not possess Mobile Phones / Digital Watch and Students are seated according to their register numbers and have their ID Card and Hall Ticket.
- iii. Instruct the student that if they indulge in malpractice, serious actions will be taken.
- iv. The Invigilators must check and distribute the answer booklets in order of the serial number, sign in all the answer booklets issued to the students, after ensuring that the students have filled in their Register Number, Course Code etc., correctly.
- v. Do not permit any student to enter the examination hall after 30 minutes from the commencement of the examination. Direct the student to get the permission from the Chief Superintendent.
- vi. Do not allow the students to leave the hall before Completion of the examination.
- vii. Move around the hall and be vigilant.
- viii. Mobile phones during invigilation work are prohibited.
- ix. After the examination, arrange all written answer scripts in ascending order of Register Numbers and submit the same to the Chief Superintendent.
- x. The invigilators shall extend their full cooperation to the Chief Superintendent to conduct the End Semester Examinations smoothly and successfully.

6. QUESTION PAPER SETTING

6.1. QUESTION PAPER SETTING – CIA TESTS

- i. For CIA Tests, the question papers for all the courses of UG and PG programmes will be set by the Course instructor.
- ii. The Heads of Departments are responsible for identifying the question paper setters, collecting the typed copy of question papers and sending question papers to the office of the Controller of Examinations before the due date.
- iii. The question paper setters will take utmost care to maintain confidentiality of the questions set by them.

6.2. QUESTION PAPER SETTING – END SEMESTER EXAMINATIONS

- i. For all UG and PG programmes the Board of Examiners for question paper setting will consist of qualified faculty from other colleges.
- ii. The Question Paper Setter will be chosen based on their expertise from other college / Universities.
- iii. The question papers for all language courses, core courses, allied and elective courses will be set by the external question paper setters.
- iv. For all part IV courses, like Value Education, Environmental Studies, Skill Based Elective Courses, Non-Major Elective Courses, Soft Skills etc., the question papers will be set by the internal faculty members.
- v. Wherever an internal faculty member is required, the services of one of the staff members who is handling the course currently, will be used.
- vi. The Controller of Examinations can use her discretion to appoint question paper setter either from the panel of examiners recommended by the Board of Studies of the respective departments or from the Staff Returns obtained from other colleges as per the Requirement and Experience.
- vii. Suitable honorarium, not less than that fixed by the Bharathidasan University will be paid to the question paper setters of End Semester Examinations.
- viii. For all the core and elective courses of all the PG programmes the Board of Examiners for question paper setting will have only the External Examiners.

7. SCRUTINY OF QUESTION PAPERS:

For the End Semester Examinations the Question Papers will be scrutinized by HODs / Senior Faculty. They will check whether the Question Papers are set as per the prescription

of the respective Boards of Studies and if the Question Paper conforms to the Syllabus. If not, it will be reported to the Controller of Examinations for further action.

8. VALUATION OF ANSWER SCRIPTS OF END SEMESTER EXAMINATIONS

8.1. CENTRAL VALUATION

The College will follow the Central Valuation system for all the courses of UG and PG Programmes. The Valuation will be held in the College campus on the days scheduled, immediately after the Semester Examinations. The Central Valuation will be supervised and monitored by the Centre Superintendent who is appointed by the Principal. Based on the availability and willingness, a senior member of the staff will be appointed by the Principal as the Centre Superintendent for each academic year. Separate Boards of Examiners for UG and PG programmes will value the answer scripts.

There will be only one valuation for all the UG programmes. The answer scripts of Part IV courses such as Value Education, Environmental Studies and Non-Major Elective, Soft Skills and Skill Based Elective will be valued only by the Internal Examiners who teach the subjects.

For PG programmes, there will be a double valuation system valued by both Internal and External examiners. The first valuation will be done by the Board of Internal Examiners consisting of teachers who teach the courses and the second valuation will be done by the Board of External Examiners consisting of teachers from other Colleges and Universities nominated by the Controller of Examinations. If the marks of the two valuations are within the prescribed margin (below or equal to 20), the average will be considered as the marks scored. In cases where the difference between the first and the second valuations is more than the prescribed margin a third examiner will value such scripts and the average of the nearest two marks will be taken as the final score. If one of the marks stands exactly in midway between the other two, then that mark is taken as the final mark.

8.2. CENTRE SUPERINTENDENT – CENTRAL VALUATION

- ❖ The Centre Superintendent (CV) will be assisted by two senior teaching staff, as Additional Centre Superintendents, who are responsible for the entire valuation schedule.
- ❖ She can also have a team of non – teaching staff to assist her.

- ❖ The Centre Superintendent will receive the answer scripts from the Controller of Examinations office and distribute them to the respective Valuation Boards.
- ❖ It is the responsibility of the Centre Superintendent (CV) to check and tally the number of answer scripts for various courses.
- ❖ Any discrepancy in the number of answer scripts, the list of absentees or the course codes should be promptly brought to the notice of the Controller of Examinations by the Centre Superintendent.
- ❖ Each day, at the end of the valuation session, the Centre Superintendent (CV) will tally the mark list with the answer scripts valued and hand over the mark lists to the Controller of Examinations.
- ❖ The Centre Superintendent (CV) will check and counter – sign all claims and bills related to the valuation and forward them to the Office of the Controller of Examinations for payment.

8.3. CHIEF / CHAIRMAN OF THE VALUATION BOARD

For UG Valuation Boards where there are a large number of examiners, for every 6 – 8 examiners, there will be one Chief Examiner appointed on the basis of seniority. For PG Valuation the Head of the Department will be the chairman for both Internal and External Valuation. For UG valuation the HOD / next senior most staff will be the chairman. If the total number of Examiners is less than eight, the Head of the Department will act as the Chief Examiner.

8.4. DUTIES OF CHAIRMAN OF THE VALUATION BOARD:

- ❖ The Chairman has to conduct the Board Meeting along with Chief Examiners and submit the minutes of the Board meeting to the Centre Superintendent of the Central Valuation.
- ❖ The Chairman will help the Chief Examiner in distributing the answer scripts to the examiners.
- ❖ The Chairman has to Coordinate with all the Chief Examiners and assist Controller of Examinations for the conduct of smooth valuation process.
- ❖ The Chairman has to check whether the valuation is according to the Scheme of Valuation.

- ❖ Regarding PG Valuation, if there is any correction in the Scheme of Valuation done in I Valuation, pass on the information to the II Valuation Examiners too.

8.5. DUTIES OF CHIEF EXAMINER OF THE VALUATION BOARD:

- ❖ Before beginning of the Valuation, Chief Examiner will conduct the Board meeting with the other Chief examiners and / or with the Chairman.
- ❖ The Chief Examiner has to submit the minutes of the Board meeting to the Chairman / Centre Superintendent of the Central Valuation.
- ❖ Chief Examiner will distribute the scripts allotted to the examiners in two parts and issue one in the FN and another in the AN session.
- ❖ The Chief Examiner has to instruct the examiner to value the answer scripts according to the Scheme of Valuation.
- ❖ Regarding PG Valuation, if there is any correction in the Scheme of Valuation done in I Valuation, pass on the information to the II Valuation Examiners too.
- ❖ The Chief Examiner will check 10% of the answer scripts at random and give necessary suggestions to the examiners to maintain uniformity in the valuation.
- ❖ The Chief Examiner will also verify the total marks and entry of marks in the marks list.
- ❖ It is also the responsibility of the Chief Examiner to tally the total number of students in the mark lists with answer scripts and hand over them to the Centre Superintendent.
- ❖ In case anybody approaches for favours, the matter shall be intimated to the Centre Superintendent.

8.6. INSTRUCTIONS TO EXAMINERS APPOINTED FOR VALUATION

- ❖ Examiners should report for the Valuation at 9.30 a.m. and sign in the register by 9.30 a.m. and 3.30 p.m. for forenoon and afternoon sessions respectively.
- ❖ Examiner is permitted to value a maximum of 40 Scripts per day.
- ❖ The Examiners are requested to adhere to the Scheme of Valuation while evaluating the answer scripts.
- ❖ The Examiners shall maintain strict confidentiality regarding their appointment.
- ❖ The marks awarded to each question shall be entered in the corresponding block of the front page of answer script. If an answer is awarded 5 marks it shall be entered as “05”. Fractions if any shall be rounded off to the next higher integer.
- ❖ The total marks awarded should be entered in Mark Statement.

- ❖ The Examiner shall affix his/her signature along with his/her name and date on each Mark Statement.
- ❖ After valuation, all the answer scripts and Mark Statements shall be handed over to the Chief Examiner before leaving the hall.
- ❖ Discrepancy, if any, in the number of answer booklets or their description as compared to the legend on the cover, in which they are presented, shall immediately be brought to the notice of the Chief Examiner.
- ❖ Silence should be strictly maintained and Mobile phones should be kept in silent mode during valuation.
- ❖ Photocopy of answer script will be given to the students on request or under RTI Act. Hence Examiners should be vigilant while valuing the answer scripts.

9. RESULTS – PASSING BORD

The following members will constitute the Results Passing Board:

- (i) Principal
- (ii) Vice Principal
- (iii) Dean of Science / Art
- (iv) Head of the Department
- (v) Staff Representative of General Body
- (vi) Controller of Examinations and Deputy Controller of Examinations

The Board will scrutinize the semester results of the respective departments and give its approval for publishing the results.

A student is declared to have earned a credit from a course work only if she has got atleast the Passing minimum marks prescribed in the Continuous Internal Assessment and End Semester Examinations in that course.

10. TESTING AND EVALUATION

The evaluation of a student in a particular course is based on her performance both in the

- Continuous Internal Assessment (CIA) and
- The End Semester Examinations (ESE).

A student has to pass the CIA and ESE separately to complete a course work.

10.1. COMPONENTS OF CIA:

The basic requirements for the students to appear for the End Semester Examinations are outlined below:

- ❖ CIA is mandatory for all students.
- ❖ A student is expected to attempt all the CIA components to acquire minimum CIA. The following are the distribution.

10.2. DISTRIBUTION FOR CIA MARKS

Components	Under Graduate	Post Graduate
Assignment	5 Marks	5 Marks
Two Continuous Internal Tests (CIA I and CIA II Examinations)	2 *5 Marks = 10 Marks	2 *5 Marks = 10 Marks
Seminar	5 Marks	5 Marks
Library	5 Marks	5 Marks
Total	25 Marks	25 Marks

B.Sc COMPUTER SCIENCE WITH COGNITIVE SYSTEMS FOR COURSES COMPRISING BOTH THEORY AND PRACTICAL COMPONENTS

Components	Under Graduate
Two Continuous Internal Tests (CIA I and CIA II Examinations) -Theory	2 *5 Marks = 10 Marks
Record Note	5 Marks
Internal Practical Exam by External Practical Examiner	30 Marks
Viva Voce	5 Marks
Total	50 Marks

The various assignment Components could be Quiz (written / objective), Snap Test, Viva – Voce, Seminar, Listening Comprehensions, Reading Comprehension, Problem Solving, Map Reading, Group Discussion, Panel Discussion, Field Visit, Paragraph / Essay Writing, Open Book Test, Library Record, Writing Composition, Case Study, Online Test, etc.

As a special consideration, students who publish papers in journals would be exempted from one of the assignment Components in one of the papers.

10.3. Library Record

Students of all UG and PG Programmes have to spend a minimum of 20 / 25 hours (for UG / PG) with 45 minutes duration of each session in the College Library in a Semester and maintain a record for the same. Based on the number of hours accumulated in the library record, the distribution of 5 marks will be awarded as shown below by the faculty which will be given to all the courses of the given semester.

Students must swipe their ID cards at the entrance of the library when they enter and exit the library. The cumulative time they spend in the library is automatically calculated.

Mark Distribution for Library Hours

Programme	Marks				
	5	4	3	2	1
UG	20 Hours	19 – 15 Hours	14 – 10 Hours	9 – 5 Hours	4 – 1 Hours
PG	25 Hours	24- 21 Hours	20 – 15 Hours	14 – 11 Hours	10 – 5 Hours

10.4. PRACTICAL EXAMINATION COMPONENTS

The components for the Continuous Internal Assessment in the practical (for both UG & PG) are as follows:

Observation Note	5 Marks
Record Note	10 Marks
Continuous Performance in Practical	10 Marks
Model Test	15 Marks
Total	40 Marks

***Practical Examination Components for Field Work and Internship will vary.**

**10.5. ABILITY ENHANCEMENT COMPULSORY COURSE I –
UGC JEEVAN KAUSHAL - UNIVERSAL HUMAN VALUES**

Assessment Rubrics for 100 marks

S.No.	Particulars	Marks
1	Designing Posters / Video making / Preparation of Album	20
2	Case study presentation / Narration of stories / Writing stories	20
3	Writing essay based on the individual life experience following human values – personal, family and society level (minimum 10 pages)	20
4	VIVA VOCE a. Theoretical Knowledge b. Values Practiced c. Attitude & Commitment	20 10 10
TOTAL		100

There will be no End Semester Examination for this Course.

ABILITY ENHANCEMENT COMPULSORY COURSE II – ENVIRONMENTAL STUDIES

Assessment Rubrics for 100 marks

S.No.	Particulars	Marks
1	Documentary (or) Poster Presentation (or) Elocution	25
2	Quiz (or) MCQ Test	25
3	Album Making (or) Case study on a topic (or) Field Visit	25
4	Essay Writing (or) Assignment (Minimum 10 pages)	25
TOTAL		100

There will be no End Semester Examination for this Course.

**ABILITY ENHANCEMENT COMPULSORY COURSE III -
INNOVATION AND ENTREPRENEURSHIP**

Assessment Rubrics for 100 marks

S.No.	Particulars	Marks
1	Self Analysis / Preparation of Self Identification Report / Case study presentation	20
2	Identification of Problem / Innovative practice / Business plan report	20
3	Lean Canvas / Value Proposition Model / Prototype	20
4	VIVA VOCE	
	a. Novelty of Business Idea	20
	b. Commercial Scalability	10
	c. Pitching Presentation	10
TOTAL		100

There will be no End Semester Examination for this Course.

10.6. Continuous Internal Assessment Tests:

There will be two continuous Internal Tests. Each test will be of three hours duration.

(i) Absentees for Internal Tests:

Students who absent themselves for either of the two tests or both will lose the marks for the respective test or tests. However, if a student is not able to write the CIA I because of her participation in an important event related to NCC, NSS or Games / Sports representing the College, the student has to get the prior permission from the Principal through the proper channel and submit the same to the Office of the Controller of Examinations. Applications submitted after the deadline will not be considered for retest. There is no retest for CIA Test II.

(ii) Consolidation of CIA Marks

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

10.7. CIA REAPPEARANCE RULES (To reappear in CIA)

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

Students, who have any grievance or complaint regarding CIA, can appeal to the Grievance Appeal Committee for redressal within 7 days of CIA marks publication.

10.8. QUESTION PAPER PATTERN

(i) UG DEGREE

Maximum 75 Marks – Pattern 1:

Section A

Multiple Choice with four options [$5 \times 1 = 5$] ; 5 questions – 1 each from every unit.

Fill in the Blanks [$5 \times 1 = 5$] ; 5 questions – 1 each from every unit.

State True or False [$5 \times 1 = 5$] ; 5 questions – 1 each from every unit.

Answer in one or Two Sentences [$5 \times 1 = 5$] ; 5 questions – 1 each from every unit.

Section B

Short answer questions of either / or type [$5 \times 5 = 25$] ; 5 questions – 1 each from every unit.

Section C

Essay type questions - [$3 \times 10 = 30$] ; Any 3 from 5 questions – 1 each from every unit.

Maximum 75 Marks – Pattern 2:

Section A

Short answer questions [$5 \times 6 = 30$] ; Any 5 from 8 questions from all the units.

Section B

Essay type questions [$3 \times 15 = 45$] ; Any 3 from 5 questions – 1 each from every unit.

Maximum 75 Marks – Pattern 3:**Section A**

Essay type questions of either / or type [$5 \times 15 = 75$] ; 5 questions –1 each from every unit.

Maximum 50 Marks – Pattern 4:**Section A**

Multiple Choice with four options [$10 \times 1 = 10$] ; 10 questions –2 from every unit.

Section B

Short answer questions of either / or type [$5 \times 3 = 15$] ; 5 questions – 1 each from every unit.

Section C

Essay type questions [$5 \times 5 = 25$] ; Any 5 from 8 questions from all five units.

(ii) PG DEGREE**Maximum 75 Marks – Pattern 1:****Section A**

Answer all the questions [$10 \times 2 = 20$] ; 10 questions –2 from every unit.

Section B

Short answer questions of either / or type [$5 \times 5 = 25$] ; 5 questions – 1 each from every unit.

Section C

Essay type questions [$3 \times 10 = 30$] ; Any 3 from 5 questions –1 each from every unit.

**11. SHORTAGE OF ATTENDANCE (CONDONATION) & RE-DO SEMESTER
SHORTAGE OF ATTENDANCE (CONDONATION)**

Percentage of Attendance	Particulars
75% and above	Eligible to write End Semester Examination
65% to 74%	College Condonation
50% to 64%	Principal Condonation (Medical Certificate has to be produced)
Below 50%	Not eligible to write ESE

- ❖ Condonation is granted by the Principal on the basis of recommendation of the Staff Council and the facts of every individual case. If the condonation is not sanctioned for some reason, the candidate cannot appear for the particular End Semester examination; but she is eligible to write the papers in the subsequent End Semester Examination.
- ❖ Students who have not earned 50% of attendance during the first semester cannot continue the Programme in the second semester and they may apply for re-admission to the Programme in the next academic year.
- ❖ Students who have not earned 50% of attendance in the II / III / IV / V / VI semester, are not eligible to appear for the end semester examination. They shall re-do the semester after the completion of the programme. However they can write the arrear papers if any.
- ❖ While re-doing the Semester, the candidates should follow only the syllabus in force for the respective Semester.
- ❖ For re-doing the Semester, the candidate has to apply, through the Principal in the prescribed form available in the College office, atleast one month before the commencement of the semester concerned.
- ❖ A student can have at the most two break semesters for UG and one for PG during the entire period of the course.

12. END SEMESTER EXAMINATION (ESE)

- ❖ All those students who have put in the required number of days of attendance are eligible to appear for the ESE irrespective of whether they have passed in the CIA or not. They have to pay the examination fees for all the current courses and the arrear course, if any, and submit the application form before the due date, specified for the purpose. For any reason, the dates will not be extended. Hall tickets will be issued only for those who have paid the fees.
- ❖ The question papers for the ESE for all courses of the UG and PG programmes will be set for 75 marks and 60 marks for theory and practicals respectively.
- ❖ The students must bring the Hall Ticket and their College ID card to every session of the End Semester Examinations for verification.
- ❖ Students can bring only ordinary Scientific / Engineering calculators into the Examination Hall. They can the mathematical, statistical or any other Table, (if required) **provided by the College** during the ESE.

Students are not allowed to bring programmable calculators / mobile phones or any other electronic communication devices or unwanted materials into the examination hall.

12.1. GRIEVANCES REGARDING END SEMESTER EXAMINATIONS QUESTION PAPERS

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

12.2. END SEMESTER EXAMINATION ARREARS

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

13. DISCIPLINARY ACTION FOR MALPRACTICE

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

14. NON – SUBMISSION OF PROJECT / DISSERTATION

All postgraduate students will submit their Project Reports at the end of the final semester, as part of their curriculum requirements. For any valid reason, if a student is not able to submit her Project report, she will be given special extension period of one month for submitting it. In such cases, the entire expense for conducting a separate viva-voce will be borne by the student. Otherwise, she can appear for the viva-voce at the end of the subsequent academic year.

15. VALUATION OF ANSWER SCRIPTS OF END SEMESTER EXAMINATIONS

Central Valuation of answer scripts follows after the exams. For all PG programmes, there will be double valuation – the first valuation is done by the Board of Internal Examiners comprising teachers who teach the courses and the second valuation is done by the Board of External Examiners consisting of teachers from other Colleges and Universities nominated by the Controller of Examinations. If the marks of the two valuations agree within the prescribed margin, the average marks will be taken as final marks. In cases, where the difference between the first and second valuations is more than the prescribed margin, a third examiner will value such scripts and the average of the two nearest marks will be taken as the final score. If one of the marks stands exactly in midway between the other two, then that mark is taken as the final marks.

16. TATKAL SYSTEM

Students who urgently need marks statements, consolidated mark statement and transcript to pursue higher studies or to apply for jobs can avail Tatkal System and can get the required certificates within 24 hours.

Fee for Mark Statement : Rs. 1000/-

Fee for Transcript : Rs. 500/-

17. REVALUATION FOR THE END SEMESTER EXAMINATION (UG AND PG)

Revaluation is allowed in **UG / PG programmes** as per the following guidelines.

- ❖ A candidate can apply for revaluation of courses of the current semester.
 - ❖ Students should apply for revaluation in the prescribed form available in the Controller's Office through the HOD within 15 days of the publication of the results.
1. Candidates who have **passed** the external examination
 2. Candidates who have failed but secured more than 50% of the passing minimum can apply for revaluation with or without getting the transparency of the answer scripts.
 3. Candidates who have failed in the external examination but secured less than 50% of the passing minimum in it, can apply for revaluation after getting transparency of the answer scripts / and the recommendation of the HOD based on her evaluation of the transparency.

Fee for each course (as on 6.1.2023):

Transparency	: Rs. 500/-
Revaluation	: UG - Rs. 600/- PG - Rs. 700/-

No application for revaluation will be taken up for consideration if it is not duly recommended by the Head of the Department concerned.

18. SUPPLEMENTARY (INSTANT) EXAMINATIONS

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

- ❖ The final year UG / PG students must have cleared all the papers in all the previous semester examinations.
- ❖ Students should not have more than two arrears in the final semester.
- ❖ A student who is appearing for the Supplementary Examinations in a Practical Course or Project will have to bear the entire expense for conducting the examinations.

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

Fee for each course (as on 6.1.2023):

UG Programme - Rs. 1500/-
PG Programme - Rs. 2000/-

Deadline for applying - within 15 days after the publication of ESE results.

Overseas Students : Overseas students who face the problem of Visa Extension, after completing their programmes may apply for the Supplementary Examinations provided the number of arrear courses is not greater than two from any semester/s and one more course under Part IV and Practical Course or Project for a UG Programme. For PG Programme, the number of arrear courses is restricted to Two from any semester / s and one more Elective course or Practical Course.

19. POSTPONEMENT OF EXAMINATION

Any unexpected holiday declared by the Government or by any Local Authority after the publication of the examination time-table will not affect the Examination schedule unless otherwise specially notified by the college. Announcements regarding the postponement of Examinations due to unexpected events will be made through T.V., Radio and other media.

20. UNIVERSITY RANKING EXAMINATION (URE)

- ❖ Bharathidasan University conducts University Ranking Examination (URE) for the toppers in every subject. First Rankers of all Autonomous colleges and the top 20 rank holders of the non-autonomous colleges (having passed their examinations in the first appearance within the prescribed duration of the programme; absence from an Examination shall not be taken as an attempt) are eligible to appear for URE.
- ❖ The University Ranking Examination consists of two questions papers. The question papers of the examinations comprise of objective type questions covering the Core Courses in each of the programmes generally followed by both autonomous / non-autonomous streams and also those programmes which are offered in more than one autonomous college.
- ❖ The top scorer in this University Rank Examination would be declared as University Rank Holders, irrespective of their grades in their respective Semester Examinations.

21. TIME CEILING FOR COMPLETION OF DEGREE

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

22. GRADING

GRADE CLASSIFICATION – UG

Marks Range	Grade Point	Corresponding Grade	CGPA	Corresponding Grade	Classification Of Final Result
90 and above	10	O	9.00 and above	O	Outstanding
80 – 89	9	A+	8.00 – 8.99	A+	Excellent
70 – 79	8	A	7.00 – 7.99	A	Very Good
60 – 69	7	B+	6.00 – 6.99	B+	Good
50 – 59	6	B	5.00 – 5.99	B	Above Average
40 – 49	5	C	4.00 – 4.99	C	Average
Below 40	0	RA	Below 4.00	RA	Reappear

GRADE CLASSIFICATION – PG

Marks Range	Grade Point	Corresponding Grade	CGPA	Corresponding Grade	Classification of Final Result
90 and above	10	O	9.00 and above	O	Outstanding
80 – 89	9	A+	8.00 – 8.99	A+	Excellent
70 – 79	8	A	7.00 – 7.99	A	Very Good
60 – 69	7	B+	6.00 – 6.99	B+	Good
50 – 59	6	B	5.00 – 5.99	B	Above Average
Below 50	0	RA	Below 5.00	RA	Reappear

‘ C_i ’ is the Credit earned for the Course i , ‘ G_i ’ is the point obtained by the Student for the Course i ,

‘ M_i ’ is the marks obtained for the Course i and ‘ n ’ is the number of courses passed in that semester.

SGPA = Average **GPA** of all the Courses in the current semester.

CGPA = Average **GPA** of all the Courses starting from the first semester to the current semester.

$$WAM(Weighted Average Marks) = \frac{\sum_{i=1}^n C_i M_i}{\sum_{i=1}^n C_i}$$

$$GPA(Grade Point Average) = \frac{\sum_{i=1}^n C_i G_i}{\sum_{i=1}^n C_i}$$

For the candidates who have passed in the first appearance and within the prescribed duration of the UG / PG Programme.

If the candidate’s Grade is O / A + with more than one attempt, then the classification will be ‘Very Good’.