

STATUTORY MANUAL FOR COE OFFICE



J.J. COLLEGE OF ARTS AND SCIENCE (Autonomous)

(Affiliated to Bharathidasan University) (Re-Accredited with 'A' Grade by
NAAC)

Sivapuram Post, Pudukkottai-622 422, Tamil Nadu, India

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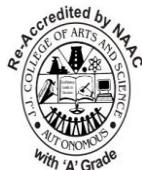
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MANUAL OF COE's OFFICE

RELATED TO THE REGULATIONS FOR UNDERGRADUATE AND POST GRADUATE PROGRAMMES IN SCIENCES, HUMANITIES, COMMERCE AND MANAGEMENT

The following Regulations shall be applicable for all the U.G. and PG Programmes offered by J.J. College of Arts and Science (Autonomous), Pudukkottai from the academic year 2013 – 2014 onwards.

Note:

The regulations are subject to amendments as may be made by the Academic Council and Governing Body of the Institution from time to time. All such amendments will be effective from such date and to such batches of students (Including those already in the middle of the Programme) as decided by the Academic Council and subsequent approval by the Governing Body.

Preliminary Definitions and Nomenclature

Degree: A Programme leading to the award of a degree in a discipline.

(BA /B.Sc./BCA/B.Com. CA/ BBA in Under Graduate and
MA/M.Sc./MCA/M.Com. CA/ MBA in Post Graduate Programmes)

Branch: The Discipline in a Programme (Eg. Mathematics, Physics, Commerce, Information Technology, Computer Science, etc. in B.Sc. Programme)

Curriculum: The various Courses that a student should study in a particular Branch (Eg. Language Courses, Core Courses, Allied Courses, Major Based Elective Courses, Skill Based Elective Courses and Inter Disciplinary Courses)

Course: Subject offered under the Degree Programme. It means a theory or practical subject that is normally studied in a Semester.

Credit: A unit of measurement based on the contact hours per week, quantum of the subject matter and complexity of the content.

CBCS: (Choice Based Credit System) The Curriculum and Syllabi under the Regulations of Parent University are designed keeping in mind the Choice Based Credit System. The CBCS enables the students to earn credits across programmes and provides flexibility for slow and fast learners in registering the required number of credits in a semester

OBE: (Outcome-based Education) The Curriculum and Syllabi under Regulations of 2016 are designed keeping in mind Outcome-based Education (OBE). The course content of each course shall be fixed in accordance with the Program Educational Objectives (PEOs), Program Specific Objectives (PSOs) and Course Outcomes (COs).

Head of the Institution: The Principal

HOD: Head of the Department concerned

COE: Controller of Examinations, responsible for overseeing all activities related with examinations.

CCOE: Chief Controller of Examinations is the Principal of the Institution.

University: University to which the College is affiliated (Bharathidasan University, Tiruchirappalli)

Curriculum Design:

The UG Programme pattern comprises the following five Parts:

Part I: Tamil/other languages (Hindi/French/Sanskrit/Arabic) - offered under Part I of the UG Programmes.

Part II: English Language - offered under Part II of all UG programmes.

Part III: Core Courses relate to the subject concerned including practicals offered under Part III of the programmes.

Part III: Allied Courses which are related to the programmes concerned, offered under Part III.

Part III: Major Based Elective Courses-MBE – elective courses related to the core courses of the programmes concerned, offered under Part III.

Part IV: Skill Based Courses-SBE – the courses offered as skill based under Part IV of the programmes aimed at imparting Advanced Skills.

Part IV: Inter-disciplinary Courses – IDC- Courses from other Disciplines include Inter-disciplinary courses offered under Part-IV

Part-IV: Common courses like Environmental Studies and Value Education offered under Part-IV

Part V: One general course titled ‘Gender Studies’ offered under Part-V with one Credit

Part V: Extension Activities: All those activities under NSS/YRC Programme, Red Ribbon Club, Women Empowerment, Rotaract Club and other Co and Extra Curricular Activities are taken into account under Part V with one credit.

The courses in Part – IV and Part – V are not calculated in the Grading System at the time of Course completion.

**UG PROGRAMME PATTERN -CBCS
(Duration -Three Years – Six Semesters)**

Part	Course	No. of Courses	Marks	Credit
Part-I	Language Course (Tamil, French, Hindi, Sanskrit and Arabic)	04	400	12
Part-II	English	04	400	12
Part-III	(i) Core Courses (Major)	14	1400	70
	(ii) Allied Courses	06	600	24
	(iii) Major Based Elective Courses	03	300	06
Part-IV	(i) Skill Based Elective Courses	03	300	06
	(ii) Inter Disciplinary Courses	02	200	04
	(iii) Environmental Studies	01	100	02
	(iv) Value education	01	100	02
Part-V	(i) Gender Studies	01	100	01
	(ii) Extension Activities	--	--	01
Total		39	3900	140

In PG Degree there are three Streams.

1. PG with two year duration - 90 credits
2. MBA Programme with two year duration - 120 credits
3. MCA with three year duration - 140 credits.

Each student admitted to the PG Programme of study shall take up a project work. In the Case of all PG Programmes excluding MBA the report of the study should be submitted at the end of Programme of study and in the case of MBA at the beginning of Third Semester. The project must be certified by the supervisor and duly forwarded by the Head of the Department.

The elective courses in all PG Programmes are choice based and in MCA Programme Soft Skill Courses are included in addition to Electives.

PG PROGRAMME PATTERN -CBCS

Programme	Course	No. of Courses	Marks	Credit
PG (Duration Two Years with four Semesters)	Core Courses	14	1400	70
	Elective Courses	04	400	12
	Project in Final Semester	01	100	08
	Total	19	1900	90
M B A (Duration Two Years with four Semesters)	Core Courses	18	1800	90
	Elective Courses	06	600	24
	Project in Second Semester	01	100	06
	Total	25	2500	120
M C A (Duration Three Years with six Semesters)	Core Courses	32	3200	108
	Elective Courses	04	400	16
	Soft Skill Courses	02	200	04
	Project in Final Semester	01	100	12
	Total	39	3900	140

Syllabus

The syllabus for various courses shall be clearly demarcated into five viable units. Unit six is included as “Latest Learning”, for all courses of each Programme. This is used only for CIA purpose. Questions will not be asked in this unit for the Semester Examinations.

Revision of Regulations and Curriculum

The curriculum, the above Programme pattern and scheme of course shall be in prevailing fashion without any change for a minimum period of three years from the date of approval. The Boards of Studies of various Departments may revise/amend/change the Regulations and Scheme of courses, if found necessary.

It is mandatory to revise the Curriculum by way of changing the Syllabi of Courses, the general scheme of the Courses, introducing new Major Based Electives, Skill Based Electives and Inter Disciplinary Courses where ever necessary once in three years as per the UGC norms.

Medium of Instruction and Examinations

The medium of instruction and examinations for the courses of Part I shall be the language concerned and Part-II is the English Language. For part III courses except for BA Tamil Literature the medium of instruction and the medium of examinations shall be English. The medium of instruction and the medium of examinations for the SBE and IDC of Part-IV shall be English. The medium of instruction and examination for Environmental Studies and Value Education of Part-IV and for the Gender studies of Part-V shall be both English and Tamil.

Re-Admission of Candidates

Candidates of this college who discontinued the course due to personal reasons will be readmitted in the same course, subject to the conditions of availability of vacant seats, after obtaining permission from the Parent University.

Provision for Re-doing the Programme

Candidates who are not able to remit exam fees either in the Odd Semester or Even Semester due to lack of attendance or for some other reasons are eligible to re-do the concerned semesters in the respective odd or Even Semesters after the completion of the Programmes along with juniors. However if he or she has adequate attendance and the reason for not paying the exam fees is genuine, after verifying the supporting evidences, the candidate may be allowed to write the courses as arrear papers in the subsequent Semester without redoing the course.

Transfer of Candidates

Candidates who want to join this College by transfer from other regular colleges recognized by Bharathidasan University/ other Universities will be admitted in the same course, subject to the conditions of vacancy, after obtaining permission from Parent University. Migration and Eligibility certificates are required for such students who belong to other Universities/other States.

Candidates admitted under the Lateral Entry System

The candidates who have passed Diploma course conducted by the State Board of Technical Education, Government of Tamil Nadu are exempted from the first year subjects of the MCA Programme. The Candidates are eligible for the final classification on the basis of marks obtained in the second and third year examinations of the college.

The Examination System

Examinations Fees

Students must pay the examination fee every semester for all the subjects (theory and practical) listed in the application form within the stipulated time.

Exam Applications

After enrolling the students Nominal Roll, allotting Examination Registration Number and assigning the subjects they have to appear for the forthcoming End Semester Examinations. The COE Office will generate Examination Applications for all the UG and PG Students

Exam Time Table

The COE Office shall prepare the Time Table (both theory & practical) for each semester exam well in advance and inform the dates of examinations for all UG and PG programmes offered by the College after getting approval from the examination committee.

Preparation of Examiners List

The COE Office shall prepare the list of examiners by getting the list from the Heads of Departments, by sending requests for Staff Returns from University Departments, Autonomous Colleges, Govt. and Aided Colleges as well as from Self Financing Colleges (if necessary) for setting question papers and for evaluation.

Preparation of Question Papers

The COE shall get at least two sets of question papers for every course to be examined, 30 days ahead of the dates of examinations and the COE Office shall print the question papers just three days ahead of the dates of examinations.

Question Paper Pattern

The following question paper pattern shall be followed

**BLUE PRINT OF QUESTION PAPER PATTERN AND
VALUATION SCHEME
(COMMON FOR BOTH UG AND PG PROGRAMMES)**

Time: 3 hrs

Maximum Marks: 75

Part – A

(10x2=20)

(Answer all questions)

Ten questions (Serial No.1 to 10)

Two questions from each Unit

Two Marks for Each Question

Part – B

(5x5=25)

(Answer all questions-Choosing either (a) or (b) from each question)

Five questions (Serial No. 11 to 15)

Each question shall have (a) and (b) set from each Unit.

Five Marks for Each Question

Part – C

(3x10=30)

(Answer any THREE questions)

Five questions (serial No. 16 to 20) One from each Unit

Ten Marks for Each Question

Conduct of Semester Examinations

- The Principal or an authorized academic staff appointed by the Principal shall conduct the semester examinations as Chief Superintendent of Examinations for each semester exam for all the programmes as per the Time Table prepared by the Cell. If the number of candidates registered exceeds 100 in a day one additional chief superintendent may be appointed by the Principal. Hall invigilators shall be appointed as per the University norms by the Chief Superintendent.

- Duties of Chief Superintendent shall be the same as those prescribed by the Bharathidasan University.
- An Examination Squad with three Faculty Members appointed by the Principal will monitor the conduct of Examinations.
- The CCOE and COE shall oversee the theory / practical examinations conducted
- The COE Shall hand over the question papers in safe covers to the Chief Superintendent appointed by the Principal for the conduct of any examination one day prior to the date of exam along with necessary stationery materials
- The printed documents needed for the conduct of the exam will be prepared by the COE Office and given to the Chief Superintendent.
- The Chief Superintendent shall conduct the examination and handover all the answer papers in safe covers to the COE within two hours of the completion of each session of the examination.
- The documents for the exam conducted as total number of candidates registered for each paper, absentees for each paper, documents for each case of malpractice committed if any, all the unused question papers etc., are to be handed over along with the written answer papers in proper forms and covers.
- Any malpractice reported shall be referred to the examination committee for disciplinary action, along with the records available, to enable the committee to scrutinize them and take necessary action.

Attendance Eligibility to Appear for the End Semester Examinations

- Students who have secured an attendance of 75 percent and above are eligible to appear for the end semester examination, those with attendance between 65 % to 74% are eligible to appear for examination seeking condonation, and those with 50% to 64% are eligible to appear for the examination seeking condonation and production of medical certificate. Those with attendance of below 50% are not eligible to appear for examinations. Such candidates have to re-do the particular semester after the completion of the programme. These candidates may however register for arrear courses if any.
- A candidate who has secured attendance of less than 75% but 65% and above shall be permitted to take the Examination if the shortage of attendance is due to participation in sports, games and other events, deputed by the College/ University. These candidates have to submit valid participation certificates and pay the condonation fee prescribed by the College in current Semester.

Continuous Internal Assessment (CIA)

- Prior to the commencement of examinations, the Continuous Internal Assessment marks awarded to each student should be forwarded to COE by the College office.
- The components to be considered for awarding CIA Marks are as follows

Theory				Practical			
UG		PG		UG (Excluding Hotel Management) and PG		UG Hotel Management and Catering Science	
Components	Marks	Components	Marks	Components	Marks	Components	Marks
Assignments	10	Assignments	10	Performance	25	Personal Hygiene	15
Unit test, Mid-term test and model Exam	15	Unit test, Mid-term test and model Exam	10	Model Practical	15	Performance	15
-----	-----	Seminar	05	-----	-----	Model Practical	10
Total	25	Total	25	Total	40	Total	40

- In the case of Re-do and transfer candidates the CIA for the additional subjects to be written shall be completed by the candidate in consultation with the course teacher concerned/the Head of the respective Department and the marks for the same will be submitted to the Examination cell before the commencement of the Examinations.
- The students who have failed in CIA (both theory and practical) can apply for improvement in the subsequent semesters through the HOD and Principal. With the permission of COE the HOD should send the improved CIA mark to the COE Office after making the students fulfill the components given in the table.

Submission of Record Note Books for practical examinations

Candidates appearing for practical examinations should submit bonafide Record Note Books prescribed for practical examinations, otherwise the candidates shall not be permitted to appear for the practical examinations. However, in genuine cases where the students could not submit the Record Note Books, they may be permitted to appear for the practical examinations, provided the concerned Staff in-charge/Head of the Department has certified that such a candidate has performed the experiments prescribed for the course. For such candidates, zero (0) marks will be awarded for Record Note Books.

Candidates who attempt any practical examination to clear arrears arising due to failure or for improvement need not submit the original bonafide Practical Record notebook as it would already have been valued in the previous regular practical examination. For such candidates, in the column of the record mark in the mark sheet, dash (-) mark will be put and the previous marks awarded for the Record in the regular practical examination will be taken into account in computing the total scored.

Candidates who attempt any Practical Examination to clear the arrear arising due to absence must submit the original bonafide Practical Record notebook duly signed by Staff in charge and the Head of the Department.

Provision for Instant Examination

Instant Examination is admissible for both UG and PG programmes.

Students who have failed two courses of any semester(s), after the publication of results of the final semester examinations and revaluation, can apply for the Instant Examinations. They have to apply within a week from the date of publication of the revaluation results, remitting the prescribed fee.

In the Cumulative Mark Statement of those candidates the caption 'Passed in Instant Examinations will be printed at the end of the Statement.

Provision for Special Examination

If any candidate has to attend any National or State level sports events deputed by the College or University at the time of his or her examination, special examinations will be conducted for such candidates in the date schedule being recommended by the Examination Committee.

The Evaluation Process

The evaluation process includes Continuous Internal Assessment for 25% and End-Semester examination for 75% of marks.

The COE shall invite the external examiners for evaluation in the College premises itself.

The answer papers to be evaluated shall be dummy numbered if necessary to avoid any kind of malpractice that may creep into the evaluation process.

The COE shall appoint one Chief Examiner for each subject board consisting of six or more examiners appointed to evaluate the theory papers.

There shall be single evaluation for both UG and PG and papers shall be valued by the external examiners appointed.

In case of non-availability of examiners due to absence of appointed external examiner, a new external examiner may be appointed through phone contact.

Central Valuation will be supervised by two Camp Officers appointed by the Principal

For evaluation of Environmental Studies and Value Education of Part-IV and Gender Studies of Part-V, examiners from local Colleges may be appointed. In case suitable examiners are not available the scripts may be valued by the J.J. College Staff. This option shall be used only under exceptional circumstances with the prior approval of the Principal and the Exam Committee.

The passing Minimum for UG shall be as per the details given in the following table

Under Graduation Passing Minimum			
Components	CIA	External Evaluation	Total
Theory	10/25 (40%)	30/75 (40%)	40/100 (40%)
Practical	16/40 (40%)	24/60 (40%)	40/100 (40%)

The passing Minimum for PG shall be as per the details given in the following table

Post Graduation Passing Minimum			
Components	CIA	External Evaluation	Aggregate
Theory	10/25 (40%)	30/75 (40%)	50/100 (50%)
Practical	16/40 (40%)	24/60 (40%)	50/100 (50%)

The Exam Committee is empowered to pass the results after having due discussions with the COE

The Exam Committee shall decide the mode of moderation if it is needed before the publication of the results. This will be done only sparingly.

There shall be no general moderation if 80% of students have passed in a paper. However if the total of CIA and End Semester Exam for a paper, falls short of one or two marks in ESE for a just pass, such papers may be allowed individual moderation with maximum up to two marks by adding either one mark each for two papers or two marks for a single paper.

The COE should release the results of each semester exam as well as improvement/instant exams only with the approval of the Examination Committee.

The results withheld for any reason shall be intimated to the students through the College Office and necessary remedial action shall be initiated through the College office.

COE shall send the list of students who have completed the courses of study and passed all papers prescribed along with necessary documents to the University for the issue of Provisional Certificates and Degree Certificates.

The COE shall also issue Rank Certificates for the meritorious students who come within the first three ranks for each UG and PG programme of study offered, only if the candidate has passed all the papers in a single attempt within the period prescribed for the programme.

Grading of Final Result

The performance of a candidate is given based on Weighted Average Marks (WAM), Grade Point Average (GPA), Grade and Total Credits he or she secured.

Once the marks of the CIA and end-semester examinations for each of the courses are available, they shall be totaled. The mark thus obtained shall then be converted to the relevant letter grade and grade point as per the details given below:

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

Range of Marks	Grade Point	Letter Grade	Classification
90 and above	10	O	Outstanding
80 and above but below 90	9	A+	Excellent
70 and above but below 80	8	A	Very Good
60 and above but below 70	7	B+	Good
50 and above but below 60	6	B	Above Average
40 and above but below 50	5	C	Average
Below 40	Not Applicable	RA	Reappearance

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

Range of Marks	Grade Point	Letter Grade	Classification
90 and above	10	O	Outstanding
80 and above but below 90	9	A+	Excellent
70 and above but below 80	8	A	Very Good
60 and above but below 70	7	B+	Good
50 and above but below 60	6	B	Above Average
Below 50	Not Applicable	RA	Reappearance

The performance of the candidate in the current semester and the performance from the first semester to the current semester are indicated in the Semester Mark Statement as CURRENT and CUMULATIVE performance respectively, but in the Cumulative Mark Statement only the Cumulative performance is stated.

The WAM and GPA are calculated by using the formulae

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

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

‘C_i’ is the Credit earned for the Course ‘i’

‘G_i’ is the Grade Point obtained by the student for the Course ‘i’

‘M_i’ is the Marks obtained for the Course ‘i’

‘n’ is the number of courses passed.

Grading of Final result at the end of the final semester (6th Semester for UG and MCA and 4th Semester for other PG programmes) is based only on CGPA (Cumulative Grade Point Average) which will be printed in the Cumulative Mark Statement

Grading of Final result for UG Programme

CGPA	Letter Grade	Classification of Final Result
9.0 and above	O	Outstanding
8.0 and above but below 8.99	A+	Excellent
7.0 and above but below 7.99	A	Very Good
6.0 and above but below 6.99	B+	Good
5.0 and above but below 5.99	B	Above Average
4.0 and above but below 4.99	C	Average
Below 4.0	RA	Reappearance

Grading of Final result for PG Programme

CGPA	Letter Grade	Classification of Final Result
9.0 and above	O	Outstanding
8.0 and above but below 8.99	A+	Excellent
7.0 and above but below 7.99	A	Very Good
6.0 and above but below 6.99	B+	Good
5.0 and above but below 5.99	B	Above Average
Below 5.0	RA	Reappearance

Grading of Extension Activities

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

NSS, YRC, Red Ribbon Club, Rotract Club, Women Empowerment Wing and any other Extracurricular Activities.

The students' performance shall be examined by the staff in-charge through extension activities along with the Head of the respective department and a senior member of the Department on the following parameters.

- 10% of marks for Regularity of attendance
- 30% of marks for Active Participation
- 5% of marks for Exemplary Awards/Certificates/Prizes.
- 5% of marks for Other Social Components such as Blood Donations, Fine Arts, etc.

The marks shall be sent to the Controller of Examinations before the commencement of the final semester examinations.

Based on the Mark Secured the following grade will be awarded.

- ‘A’ Grade for students who have secured 40 to 50 Marks
- ‘B’ Grade for students who have secured 30 to 40 Marks
- ‘C’ Grade for students who have secured below 30 Marks

The above activities shall be conducted outside the regular working hours of the College. This Grade shall be incorporated in the Cumulative Mark Statement to be issued at the end of the semester. (Differently abled students who are unable to participate in any of the above activities shall be required to take a test in the theoretical aspects of any one of the above fields and awarded grades accordingly).

Regulations to appear for the examinations to complete the Programme

Any candidate having arrear paper(s) shall have the flexibility to appear for the arrear paper in any semester along with the regular semester papers.

UG candidates who have arrears in any of the courses of Part I, II, III, IV & V in the final semester (sixth semester) and PG candidates who have arrears in courses in any semester in the final end semester (fourth semester) shall complete the course(s) concerned within 2 years from the year of completion of the programme (three years for UG and MCA, two years for other PG programmes). If they fail to do so, they shall take the examination in the revised current syllabus prescribed for the immediate next batch of candidates. If there is no change in the syllabus they shall appear for the examination in that course with the prevailing syllabus until there is a change in the texts or syllabus. In the event of removal of that course consequent on change of regulations/curricula, the candidates shall have to take an equivalent course in the revised syllabus as suggested by the Examination Committee and fulfill the requirements as per the regulation of curriculum for the award of the degree.
