ANNAMALAI UNIVERSITY

REGULATIONS FOR <u>UNDER GRADUATE</u> PROGRAMMES
UNDER CHOICE BASED CREDIT SYSTEM (CBCS)
IN AFFILIATED COLLEGES

Regulations common to all the students admitted to the Under Graduation Programmes in the Affiliated Colleges in the academic year 2022-2023 are listed below:

1. DEFINITIONS AND NOMENCLATURE

1.1 University refers to Annamalai University.

1.2 Department means any of the academic departments in the Affiliated Colleges.

1.3 Programme encompasses the combination of courses and/or requirements leading to a Degree. For example, B.A., B.Sc., B.Com. etc.,

1.4 Course is an individual subject in a Programme. Each course has a course title and identified by a course code.

1.5 Syllabus is an academic document that contains the complete information about an academic programme and defines responsibilities and outcomes. This includes course objectives, course content, evaluation, grading, learning resources and course calendar.

1.6 Academic Year refers to the annual period of sessions of the University that comprises of two consecutive semesters.

1.7 Semester is a half-year term that lasts for a minimum duration of 90 days. Each academic year is divided into two semesters.

1.8 Choice Based Credit System A mode of learning in higher education that enables a student to have the freedom to select his/her own choice of elective courses across various departments for completing the Degree programme.

1.9 Core Course is mandatory and an essential requirement to qualify for the Degree.

1.10 Elective Course is a course that a student can choose from a range of alternatives.

1.11 Credit refers to the quantum of course work in terms of number of class hours in a semester required for a programme. The credit value reflects the content and duration of a particular course in the curriculum.

1.12 Credit Hour refers to the number of class hours per week required for a course in a semester. It is used to calculate the credit value of a particular course.

1.13 Programme Outcomes (POs) are statements that describe crucial and essential knowledge, skills and attitudes that students are expected to achieve and can reliably manifest at the end of a programme.

1.14 Learning Objectives also known as Course Objectives are statements that define the expected goal of a course in terms of demonstrable skills or knowledge that will be acquired by a student as a result of instruction.

1.15 Course Outcomes (COs) are statements that describe what students should be able to achieve/demonstrate at the end of a course. They allow follow-up and measurement of Learning Objectives.

1.16 Grade Point Average (GPA) is the average of the grades acquired in various courses that a student has taken in a semester. The formula for computing GPA is given in the later section.

1.17 Cumulative Grade Point Average (CGPA) is a measure of overall cumulative performance of a student over all the semesters. The CGPA is the ratio of total credit points secured by a student in various courses in all semesters to the sum of total credits of all courses in all the semesters.

1.18 Letter Grade is an index of the performance of a student in a particular course. Grades are denoted by the letters O, A, B, C, D, E and Reappear denotes the Fail.

2. Programmes Offered and Admission Requirements

2.1 The Undergraduate programmes offered and the eligibility criteria are detailed below:

Sl.No.	UG Programmes	Eligibility
1.	B.Litt. Tamil	As per G.O. (D) No. 161, Higher Education (G1) Department Dated : 14.06.2022.

(Above Government Order is attached) |
2.	B.A. Tamil	
3.	B.A. English	
4.	B.A. History	
5.	B.A. Economics	
6.	B.A. Political Science	
7.	B.A. Public Administration	
8.	B.A. Defence and Strategic Studies	
9.	B.Com.	
10.	B.Com. Cooperation	
11.	B.Com. Bank Management	
12.	B.Com. Corporate Secretaryship	
13.	B.Com. Computer Applications	
14.	B.Com. Finance and Accounting	
15.	B.S.W. – Bachelor of Social Work	
16.	B.B.A. - Bachelor of Business Administration	
17.	B.Sc. Mathematics	
18.	B.Sc. Statistics	
19.	B.Sc. Physics	
20.	B.Sc. Chemistry	
21.	B.Sc. Industrial Chemistry	

22.	B.Sc. Botany
23.	B.Sc. Zoology
24.	B.Sc. Environmental Management
25.	B.Sc. Geology
26.	B.Sc. Biochemistry
27.	B.Sc. Biotechnology
28.	B.Sc. Microbiology
29.	B.C.A. – Bachelor of Computer Applications
30.	B.Sc. Computer Science
31.	B.Sc. Information Technology
32.	B.Sc. Visual Communication
33.	B.Sc. Psychology
34.	B.Sc. Interior Design and Decor
35.	B.Sc. Nutrition, Food Service Management and Dietetics

2.2 Age Limit

Age should not be above 21 years as on 1st June in the year of Admission. Three years relaxation is allowed for SC/SCA/ST students and Five years for differently-abled students.

2.3 Rules of Reservation

The admission shall be made purely on the basis of merit subject to the rule of reservation as mentioned in the G.O. (d) No. 161 dated 14.06.2022.

3. Programme Duration

The Three Year Undergraduate Degree Programmes consist of three academic years. Each academic year is divided into two semesters typically the first from June to November and the second from December to April. Each semester will have 90 working days (18 weeks).

The maximum period of completion of UG programme is 5 years. In exceptional cases like major accidents and child birth an extension of one year be considered beyond maximum period of time.

3.1 Programme Structure

The Three Year Undergraduate Programme consists of Language Courses, Core Courses (Theory & Practical), Allied Courses (Theory & Practical), Elective Courses (Internal Elective, Non Major Elective), Skill Based Courses and Common Courses.

Online Courses

The colleges shall facilitate enrolment of students in Massive Open Online Courses (MOOCs) platform such as SWAYAM to provide academic flexibility and enhance the academic career of students. Students who successfully complete a course in the MOOCs platform shall be exempted from one elective course of the programme.

3.2 Credits Prescribed

The total number of credits for the entire duration of programmes are 140 distributed among all the six semesters.

4 Examinations

The examination system of the University is designed to systematically test the student's progress in class, laboratory and field work through Continuous Internal Assessment (CIA) Tests and End-Semester Examination (ESE). There will be three CIA Tests and one ESE in each semester.

4.1 Continuous Internal Assessment Tests

The CIA Tests shall be a combination of a variety of tools such as class tests, assignments, seminars, and viva-voce that would be suitable to the course. The students are to be informed in advance about the assessment procedures.

CIA Test-I will cover the syllabus of the first two Units while CIA Test-II will cover the last three Units and the CIA Test-III shall be conducted as a Model exam. CIA Tests will be for two to three hours duration depending on the quantum of syllabus. A student cannot repeat the CIA Tests. However, if for any valid reason, the student is unable to attend the test, the prerogative of arranging a special test lies with the teacher in consultation with the Head of the Department.

4.2 End Semester Examinations (ESE)

The ESE for the first/third/fifth semester will be conducted in November/December and for the second/fourth/sixth semester in May/June. The ESE will be of three hours duration and will cover the entire syllabus of the course.

4.2.1 Scheme of examination

i.   Any Theory examination is conducted only for 3 hours.
ii. There shall be theory examinations at the end of each semester, for odd semesters in the month of October / November; for even semesters in April / May. However, there shall be practical examinations at the end of even semesters in general, with exceptions in a few courses as prescribed by the Boards of studies, concerned. A student who does not pass the examination in any course(s) shall be permitted to appear in such failed course(s) in the subsequent examinations to be held in October / November or April / May.
iii. All students admitted in first year, should get registered for the first semester examination, compulsorily. If registration is not possible owing to any reason including shortage of attendance less than 60% beyond Condonation limit or on medical grounds, the students are permitted to rejoin the course in the next year.
iv. The results of all the examinations will be published through the college where the student underwent the course as well as through University Website.

4.2.2 Medium of Instruction

The medium of instruction for the courses of Part I, II shall be the language concerned. For part III the medium of instruction shall be either Tamil or English.

4.3 Evaluation

4.3.1 Marks Distribution

Each course, Theory, Practical and Project/Internship/Field work shall be evaluated for a maximum of 100 marks. For the theory courses, CIA Tests will carry 25% and the ESE 75% of the marks.

For the Practical courses, the CIA Tests will constitute 40% and the ESE 60% of the marks.

4.3.2 Assessment of CIA Tests

For the CIA Tests, the assessment will be done by the Course Teacher.

For the Theory Courses, the break-up of marks shall be as follows:

Assessment	Marks
Test-I, Test-II & Test-III	15
Seminar	05
Assignment	05
Total	25

For the Practical Courses (wherever applicable), the break-up of marks shall be as follows:

Assessment	Marks
Test-I	15
Test-II	15
Viva-voce and Record	10
Total	40

4.3.3 Passing Minimum

A student is declared to have passed in each course if the student secures not less than 40% marks in the ESE and not less than 40% marks in aggregate taking CIA and ESE marks together.

A student who has not secured a minimum of 40% of marks in a course (CIA + ESE) shall reappear for the Theory course in the following semester/year and for the Practical course/Field study along with Regular Practical Examination in the respective semester.

4.3.4 Conferment of the Under Graduate Degree

A Student who has secured a minimum of 40% marks in all courses prescribed in the programme and earned the minimum required credits shall be considered to have passed the Undergraduate Programme.

4.4 Marks and Grading

4.4.1 Grade Points

The performance of students in each course is evaluated in terms of Grade Point (GP). The sum total performance in each semester is rated by Grade Point Average (GPA) while Cumulative Grade Point Average (CGPA) indicates the Average Grade Point obtained for all the courses completed from the first semester to the current semester.

The GPA is calculated by the formula

$$GPA = \frac{\sum_{i=1}^{n} C_i G_i}{\sum_{i=1}^{n} C_i}$$

where, C_i is the Credit earned for the Course i in any semester;
G_i is the Grade Point obtained by the student for the Course i and
n is the number of Courses passed in that semester.

CGPA is the Weighted Average Grade Point of all the Courses passed starting from the first semester to the current semester.

$$CGPA = \frac{\sum_{i=1}^{m} \sum_{i=1}^{n} C_i G_i}{\sum_{i=1}^{m} \sum_{i=1}^{n} C_i}$$

where, C_i is the Credit earned for the Course i in any semester;
G_i is the Grade Point obtained by the student for the Course i and
n is the number of Courses passed in that semester.
m is the number of semesters

Note: The GPA and CGPA shall be calculated separately for the Part III.

4.4.2 Grading

Evaluation of the performance of the student will be rated as shown in the Table.

Letter Grade	Grade Points	Marks %
O	10	90 and above
A	9	80-89
B	8	70-79
C	7	60-69
D	6	50-59
E	5	40-49
RA	0	Less than 40

4.4.3   Classification of Results.

The successful students are classified as follows:

For **First Class with Distinction:** Students who have passed all the courses prescribed in the Programme *in the first attempt* with a CGPA of 8.25 and above within the programme duration.

For **First Class:** Students who have passed all the courses with a CGPA above 6.5 and below 8.25.
For **Second Class:** Students who have passed all the courses with a CGPA above 5.0 and below 6.5.

Students who obtain the highest marks in all examinations at their first appearance will only be considered for University Rank.

Grade in Part IV and Part V shall not be taken into account for classification.

Absence from an examination shall not be taken as an attempt.

The percentage of marks obtained by a student in a course will be indicated by a letter grade.

A student is considered to have completed a course successfully and earned the credits if he/she secures a letter grade other than RA.

Any theory course successfully completed cannot be repeated for the purpose of improving the Grade Point.

A letter grade RA indicates that the student shall reappear for that course. The RA Grade once awarded stays in the grade card of the student and is not deleted even when he/she completes the course successfully later. The grade acquired later by the student will be indicated in the grade sheet of the Odd/Even semester in which the student has appeared for clearance of the arrears.

If a student secures RA grade in the Project Work/Field Work/Practical Work/Dissertation, he/she shall improve it and resubmit if it involves only rewriting/ incorporating the clarifications suggested by the evaluators or he/she can re-register and carry out the same in the subsequent semesters for evaluation.

4.4.4 Revaluation and Photocopy of the Answer Scripts:

All current batch students who have appeared for their Semester Examinations are eligible for Revaluation of their answer scripts. Passed out students are not eligible for Revaluation.

4.4.5 Ranking

A student who qualifies for the UG degree course passing all the examinations in the first attempt, within the minimum period prescribed for the course of study from the date of admission to the course and secures I or II class shall be eligible for ranking.

5. Attendance

Students must earn minimum of 75% attendance for each course (Theory/Practical) during the semester.

Students with an attendance of 75% and above will be eligible to write their exams as usual.

Students with an attendance between 60% and less than 75% will be allowed to take exams, but they must produce a medical certificate and to pay condonation fee.

6. Repeat the Semester

Students who have shortage of attendance in a semester and not appeared for the current semesters examinations will not be permitted to write subsequent semester examinations and will be eligible to repeat the semester in the concerned odd/even semester of the following Academic year.

7 Concessions for Differently-abled Students

7.1 Dyslexia students

For students who are mentally disabled, learning disability and mental retardation, who are slow learners, who are mentally impaired having learning disorder and seizure disorder and students who are spastic and cerebral Palsy, the following concessions shall be granted:
a) Part I Tamil or any other Language can be exempted.
b) One-third of the time of paper may be given as extra time in the examination
c) Leniency in overlooking spelling mistakes, and
d) Amanuensis for all courses provided the request is duly certified by the Medical

Board of the Government Hospital / General Hospital / District headquarters Hospitals and they shall be declared qualified for the degree if they pass the other examinations prescribed for the degree.

7.2 Hearing, Speaking Impaired & Mentally retarded

For students who are hearing and speaking impaired and who are mentally challenged, One Language paper either Part 1 Tamil or any other Language or Part II English or its equivalent can be exempted.

7.3 Visually Challenged Students

A scribe shall be arranged by the College and the scribe be paid as per the college decision.

7.4 Question Paper Pattern

Time : 3 Hours   **Maximum : 75 Marks**

PART – A   **10 x 2 = 20 Marks**
Answer ALL Questions

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

PART - B   **5 x 5 = 25 Marks**
Answer ALL Questions

11.   a)
            [OR]
        b)
12.   a)
            [OR]
        b)
13.   a)
            [OR]
        b)
14.   a)

            [OR]
        b)
15.   a)
            [OR]
        b)

PART - C   **3 x 10 = 30 Marks**
Answer any THREE Questions

16.
17.
18.
19.
20.

7.5 Grievance Redressal Committee

The College shall form a Grievance Redressal Committee for each programme in each department with the Course Teachers as the members and the HOD as the convener. This Committee shall solve all grievances relating to the CIA marks of the students.

7.6 Revision of Regulation and Curriculum

The University may revise and change the regulations and curriculum, if situation warrants.

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