

## **1. AUTONOMY**

A.V.C. College was conferred autonomy In the year 1987 by the University Grants Commission and Autonomous review committee assessed the performance of the college and extended the autonomous status of the college until 2022. Under autonomy, the college has the freedom to determine and prescribe its own courses of studies and syllabi, prescribed rules of admission (subject to the reservation policy of the State Government), evolve methods of evaluation and to conduct examinations. The degrees are awarded by the Annamalai University, Annamalai Nagar under its seal with the name of the College mentioned.

## **2. SEMESTER SYSTEM**

The college has opted for the Semester system. In this system an academic year shall consist of two semesters and each semester shall have not less than 90 working days. These days exclude the preparatory and examination days. However, individual departments may arrange extra classes, tutorials, laboratory sessions and remedial classes apart from the usual working days. The Odd Semester is the period from June to November and Even Semester is the period from November to April.

The semester pattern is a convenient, effective, well-ordered educational system In which both the teacher and the taught can participate fully in the productive act of creative learning. In this system a student learns and earns his marks as he goes along without having to wait for the burdensome, traditional annual examinations. Thus from the student point of view, the semester pattern is a facilitator. If the student is regular and prompt, attending to his/her day-to-day work, no special preparation will be needed for the tests and examinations. The examinations become part of the academic routine devoid of the fear and tension they usually cause.

The medium of instruction In all U.G and P.G courses is English (Except Part I Language/major Tamil). Students shall take all tests and examinations only In English.

## **3. CONTINUOUS INTERNAL ASSESSMENT (C.I.A.)**

The Continuous Internal Assessment is a built-in, integral part of the semester pattern, which helps a student secure good marks. It is nothing but a continuous evaluation of the development and knowledge of the students by the teachers. It is a process that extends

over the period of a semester and it provides for a gradual build-up of cumulative judgement about the performance of students. The End Semester Examination (ESE) is used to evaluate the student on the sum total of his achievement during the semester. C.I.A. is mainly intended to provide feedback to the teacher and learner about the continuous progress of the student as he/she learns. The weightage of marks for the C.I.A. and End Semester Examination (ESE) is as follows.

### **UG & PG Courses**

CIA	- 25	ESE	- 75 (For Theory)
CIA	- 25	ESE	- 75 (For Practical)
CIA	- 25	ESE	- 75 (For Project) [for PG only]

The following tools are used for the C.I.A.

1. Attendance    2. Assignments    3. Tests    4. Seminar

The break-up of marks for the four components of the C.I.A. is:

1.	Attendance	10%
2.	Assignments (3 nos.)	20%
3.	Tests (2 nos.)	60%
4.	Seminar	10%
	Total	100%

### **3.1. Attendance**

Marks for attendance are given as per the table given below.

% of Attendance	Marks	% of Attendance	Marks
0 -74	0	86-90	8
75	5	91-95	9
76-80	6	96-100	10
81-85	7		

- i. **Unless a student earns a minimum of 75% attendance in a paper, he/she is not eligible to appear for the examination in that paper.**
- ii. Attendance in terms of percentage is calculated for each paper while awarding marks for the attendance component of C.I.A.
- iii. In the case of late admissions, the attendance is calculated from the date of admission to the course.

- iv. Exemption from attendance is given in the form of "On Duty" (O.D) for participation in sports, camps, competitions and other co-curricular and extra-curricular activities arranged by the college, or other recognized bodies. Only the Principal has the authority to grant this exemption.
- v. Leave on medical grounds will not in any way help a student to compensate the loss of attendance. It will help a student only to continue his studies in the college without a break in studies.
- vi. Attendance earned by a student is published in the department notice board three times in a semester.

### **LACK OF ATTENDANCE**

- vii. A student is eligible for condonation of the attendance stipulation in a paper if he/she puts in attendance ranging from 60% to 74% in that paper. He/She will be permitted to sit for the End Semester Examination, after paying the prescribed condonation fee.

### **REPEAT THE SEMESTER**

- viii. A student who secured less than 60% of attendance cannot proceed to the subsequent semester without completing the 'failed' semester. Further, the student should repeat the respective semester in the subsequent year and should successfully complete the semester to continue the course. For repeating the semester, the student should get permission from Annamalai University and pay the respective fee to the university. The student should get the permission within the prescribed time given by the university. On the other hand, if a student has secured less than 60% of attendance and failed to continue either I or II semester, such student cannot continue the course.
- ix. A student who leaves the course of study (Discontinued) in the middle is not eligible for readmission.

### **MAXIMUM DURATION**

- x. As per the UGC Guidelines order the modified study period for UG courses is -3 years. (Time span +2 years. The student should complete the degree within Five years). For example students admitted during 2024 - 25 should complete the course before the academic year 2028 - 29, June 2029)
- xi. As per the UGC Guidelines order the modified study period for PG courses is - 2 years (Time span + 2 years. The student should complete the degree within 4 years). For example - students admitted during 2024-25 should complete the course before 2027 - 28, June 2028)

### 3.2. Assignment

Three Assignments are given in each paper in a semester. These assignments are valued and returned to the students with the teacher's remarks. The last date for the submission of each assignment is given in the College calendar.

### 3.3. Tests

Two C.I.A. Tests are conducted in each paper in a semester and the dates of commencement of tests are given in the college calendar. Schemes for I & II Cycles of the C.I.A. Tests are put up on the College Notice Board, a week in advance from the date of commencement of the Tests. The Examination Committee will make centralized arrangements for the tests. Announcements regarding the portion and the pattern of question paper will be made by the HODs well in advance. The test papers shall be valued in a week and returned to the students. The marks are published in the Department Notice boards along with his/her attendance regularly.

### 3.4. Seminar

Each student shall take a Seminar in each paper. The date of the Seminar will be informed to the students in advance. Performance in seminar will be assessed by the respective Staff-in-charge of the C.I.A.

The consolidated C.I.A. marks in each paper will be notified through the department notice board on the date earmarked for the publication of C.I.A. marks. **Doubts/discrepancy, if any, in the C.I.A. marks must be brought to the notice of the staff-in-charge of the C.I.A. concerned and the HOD within 2 days from the date of publication of the C.I.A. marks.**

## 4. END SEMESTER EXAMINATIONS

At the end of each semester, the END SEMESTER EXAMINATIONS are conducted. The examinations conducted during November and April are respectively called ODD and EVEN SEMESTER EXAMINATIONS. In order to help the students to clear

the arrears, supplementary examinations are conducted.

Examination Time tables for Theory, Practical and Viva-voce are put up on the College Notice Board, separately, one week before the commencement of these examinations. It is the responsibility of the students to know the examination time-table. **Any doubt regarding the date, the title of the paper, eligibility of a student to appear for the examination, etc., must be clarified from the Controller of Examinations.**

The Semester Examinations are purely external, i.e., all the question papers are set and the answer-scripts valued by the competent examiners chosen from other institutions and Universities.

#### **4.1. Semester Examination**

i. There is only one valuation of the U.G. answer scripts by external examiners.

ii. All the P.G. answer papers are valued under double valuation system- i.e., the first by an internal examiner and the second by an external examiner.

iii. If the mark difference between the first and second valuation exceeds a prescribed limit, the paper is referred for a third valuation by an external examiner.

iv. Students can apply for **Retotalling** of marks, if they have doubts in totalling, by paying the prescribed fee. But the retotalling of marks is allowed only for the theory papers and the students should apply for retotalling within **six** days from the date of declaration of results.

v. **Revaluation of answer paper/transparency** (Xerox copies of valued answer scripts) in the valuation of answer scripts is permitted only for UG students on payment of a prescribed fee.

vi. Viva-Voce examinations are conducted only once a year i.e., during the Even Semester Examinations.

vii. A student who fails in the Semester Practical Examinations can appear for the same only in the subsequent Semester Practical Examinations.

viii. **Student failing in only one paper :**

In the final semester Supplementary Examinations (VI SSE for UG, IV SSE for PG) a Candidate with only one arrear in theory / Practical / Viva-voce can appear irrespective of the semester in which the candidate failed.

ix. **Project work / Dissertation:** A Student who fails to secure the prescribed passing minimum in the project work/dissertation shall be required to re-submit the project work/dissertation by getting permission from the respective Head of the Department and the Principal, registering his name with the Controller of Examinations, and paying the prescribed fee.

#### **4.2. Choice Based Credit System (CBCS)**

In the technically advanced modern times, the learner is expected to make horizontal and vertical mobility. To enable him to achieve this, multi-disciplinary learning must be given due consideration. Choice Based Credit System (CBCS) promotes both quality and relevance in higher education. Under this system, a student can select his own combination of courses that may suit his caliber and interest. Ultimately he can prepare himself thoroughly for competitive examinations and higher studies at the national and international levels and also for higher studies in abroad. The College offers this system and the students can get themselves benefited from it.

Besides Core Course (CC) and Allied course (AC) the college provides certain other viable and socially relevant courses such as EDC (Extra Disciplinary Course) Skill Based Course and Value Education Course. Every department offers selected subjects in EDC and Skill Based Courses. The students of one faculty can choose any other subject of his/her own choice offered by other faculties. The system enables the students to become well versed in different subjects.

Environmental Studies paper of UGC syllabi are provided to students of all faculties. By studying such subjects the students can attain environmental social awareness and thereby render great service to humanity in future. Further, courses such as Soft Skill Development, Gender Studies & Human Values and Ethics are offered to all UG Students.

The re-structured syllabi offered in each department thus fulfill all the needs and expectations of the learners.

### **4.3. Credits**

The term "Credit" refers to the weightage given to a course, usually in relation to the instructional hours assigned to it.

The total minimum credits required for completing a UG Programme shall be 140 (including Part I, II, III, IV and V) and for a PG Programme is 90.

**The calculation for the Results and awarding Grade will be followed as per the norms of the Annamalai University such as**

### **4.4. Passing Minimum**

A student is declared as PASS in a subject when he secures a minimum of 40% in the UG programmes and 50% in the PG programmes, inclusive of external and internal assessments.

### **4.5. Grading of Marks**

#### **ABBREVIATIONS:**

MAX	-	Maximum
CIA	-	Continous Internal Assessment
ESE	-	End Semester Examination
LC	-	Language Courses
ELC	-	English Language Courses
CC	-	Core Courses
AC	-	Allied Courses
EC	-	Elective Courses
NME	-	Non Major Elective
GIC	-	General Interest Course
SBC	-	Skill Based Courses
VBC	-	Value Based Courses
EA	-	Extension Activities
PW	-	Project Work
EDC	-	Extra Disciplinary Courses
*	-	Supplementary

<b>U.G.</b>				
<b>(FOR THE CANDIDATES ADMITTED FROM 2023 ONWARDS)</b>				
<b>GRADING OF THE COURSES</b>			<b>FINAL RESULT</b>	
<b>Marks Secured</b>	<b>Grade Point</b>	<b>Grade</b>	<b>CGPA (Cumulative Grade Point Average)</b>	<b>Performance</b>
90 - 100	10	O	8.25 - 10	FIRST CLASS WITH DISTINCTION
80 - 89	9	A		
70 - 79	8	B		
60 - 69	7	C	6.5 - 8.24	FIRST CLASS
50 - 59	6	D	5.0 - 6.4	SECONDCLASS
40 - 49	5	E	4.0 - 4.9	THIRDCLASS
0 - 39	0	R.A.		

<b>P.G.</b>				
<b>(FOR THE CANDIDATES ADMITTED FROM 2023 ONWARDS)</b>				
<b>GRADING OF THE COURSES</b>			<b>FINAL RESULT</b>	
<b>Marks Secured</b>	<b>Grade Point</b>	<b>Grade</b>	<b>CGPA (Cumulative Grade Point Average)</b>	<b>Performance</b>
90 - 100	10	O	8.25 - 10	FIRST CLASS WITH DISTINCTION
80 - 89	9	A		
70 - 79	8	B		
60 - 69	7	C	6.5 - 8.24	FIRST CLASS
55 - 59	6	D		
50 - 54	5	E	5.0 - 6.4	SECONDCLASS
0 - 49	0	R.A.		



## 4.8. Award of Degrees

A candidate shall be eligible for the award of the Degree or Diploma only after he/she has passed all the examinations prescribed for the course including the project work/dissertation, Part IV papers and Part V activities and the Degree or Diploma shall be awarded by the Annamalai University.

## 5. ADDITIONAL INFORMATION ABOUT SEMESTER EXAMINATIONS

1. Payment of Examination fees and submission of application form must be made as per the dates given in the College calendar. Change in the date, if any, will be informed through circulars and the same will be put up in the College notice board also. Late remittance of Examination fees or late submission of application form will not be allowed on any account.

2. Hall tickets will be issued two days before the commencement of examinations.

3. Results of all examinations will be published in a month's time from the date of the last examination.

4. Mark sheets will be issued from the very next day of the publication of the results.

5. On receiving the first semester Statement of Marks, the student should take care to verify the details regarding his/her name, initial, date of birth, etc. Request for correction should be made within a week in the office of the COE.

6. One has to apply for i) **Retotalling of marks** within **SIX DAYS** from the date of publication of results.

ii) **Transparency** in the valued answer scripts within **EIGHT DAYS**.

iii) **Re-valuation** of answer scripts within **TEN DAYS**.

7. Duplicate Mark sheet can be had by paying the prescribed fee and by making a request to the Controller of Examinations. The request should be accompanied by a certificate issued by the Sub Inspector of Police or Thasildar in the respective region.

8. Consolidated mark sheets will be issued soon after the semester mark sheets of all courses are distributed.

9. The Annamalai University issues Provisional certificates. A student is eligible to get the provisional certificate only when he/she passes all the papers prescribed for the course, including the project work.

10. Degrees and Diplomas are issued under the seal of the University. One has to apply for convocation to the University, through the College. Convocation forms will be made available in the College.

11. All particulars relating to Semester Examinations can be obtained from the Controller of Examinations.

12. For all matters relating to C.I.A Tests one has to contact the Convener, Examinations Committee.

13. For all matters relating to syllabi students can contact the respective Heads of the Departments or the Controller of Examinations.

14. Fees not paid (FNP) students will not be allowed for ODD / EVEN semester Supplementary Examinations.

## **6. INSTRUCTIONS TO BE FOLLOWED BY THE STUDENTS IN THE EXAMINATIONS HALL**

1. Be present 15 minutes before the commencement of Examination.
2. Be seated as per the seating arrangement made.
3. Leave your books and other study materials outside the Examination hall.
4. Kindly observe the instructions given by the invigilator.
5. Ensure the possession of Hall Ticket and Identity Card.
6. Write your register number in the appropriate box of main book only.
7. Fill up the main sheet column very carefully.
8. Handover the answer scripts to the invigilator personally.
9. Don't indulge in any type of malpractice.
10. Write your register number in the Question Paper also.
11. Write the answers only in English (Except for Part I and Major Tamil).
12. In the case of Malpractice at the Examination Hall; action will be taken by the Disciplinary Committee against the students, based on the report submitted by the Examinations Committee.