



VIVEKANANDHA
COLLEGE OF ARTS AND SCIENCES FOR WOMEN
[AUTONOMOUS]
Elayampalayam – 637 205. Tiruchengode, Namakkal Dt., Tamil Nadu

OFFICE OF THE CONTROLLER OF EXAMINATIONS

REGULATIONS

Outcome-Based Education (OBE) System

Vivekanandha College of Arts and Sciences for Women became Autonomous in 2011 and continues to be affiliated to Periyar University, Salem. It has been given permission to design its own subjects and adopt innovative methods of teaching and evaluation. In keeping with its tradition of promoting innovation and growth, the college had introduced the Outcome Based Education (OBE). By the end of the course, each student should have achieved the goal. The role of the faculty adapts into instructor, trainer, facilitator, and/or mentor based on the outcomes targeted.

We are following Bloom's Taxonomy for teaching, learning and evaluating process to improve the skills of the students. It can be used to increase student understanding of the learning process. Teachers can understand the complex cognitive development and how lower-level skills build into higher-order thinking. The assessment levels are:

- Base Level (Remembering and Understanding)
- Application Level (Applying)
- Advance Thinking Level (Analyzing, Evaluating and Creating)

Eligibility for Award of Degree

A student is eligible for the award of the degree only if she has undergone the prescribed course of study in the college for a period of three academic years (UG) / two academic years (PG) and passed the examinations of all the semesters prescribed earning 140-150 credits for U.G. and 90-100 credits for P.G.

Duration

The total period of study for each programme is as below

U.G. Three years	-	6 semesters
P.G. Two years	-	4 semesters

Each academic year is divided into two semesters. The total number of working days is 90 days for each semester.

Curriculum

U.G. Programme

Part – I	-	Tamil / Hindi / Malayalam / any other
Part – II	-	English
Part – III	-	Core Subjects Allied Subjects Electives Project – Individual / Group Project
Part – IV	-	Skill Based Electives Non – Major Electives Environmental Studies Value Educations
Part – V	-	Extension activities

Extension Activities

All students should enroll in any one of the Part V - NSS / NCC / Sports and Games / YRC – to enable her to complete a degree course. Active participation of the student throughout the year in the extension activities of her choice is mandatory.

The medium of instruction and Examinations

The medium of instruction and examination, for the paper under part I and II shall be in the language concerned. For part III and IV the medium of instruction and examinations shall be English.

Evaluation of the students

The evaluation of students in a particular course is based on their performance in (i) the Continuous Internal Assessment (CIA) and (2) the End Semester Examinations. (ESE)

For each theory paper the maximum marks for Continuous Internal Assessment and End Semester Examinations are 25 and 75 respectively and for practical paper the corresponding marks are 40 and 60 in both U.G. and P.G.courses. There is **no pass minimum** for Continuous Internal Assessment.

For U.G. the pass minimum in End Semester Examinations in both theory and practical is 40% of aggregate of both Continuous Internal Assessment and End Semester Examinations and minimum of 40% in External marks (30 / 75).

For P.G. the pass minimum in End Semester Examinations in theory and practical is 50% of aggregate of both Continuous Internal Assessment and End Semester Examinations with a minimum of 50% in End Semester Examinations (38 / 75).

A Continuous Internal Assessment Tests (CIA) will be held after 40 working days. Question Paper will be set from 1 ½ units of syllabus. A Model Examination will be conducted after 85 working days. Question Paper will be set from all the 5 units of syllabus.

The valued answer scripts of Mid Semester Examinations and Model Examinations will be given to the students for their personal verification during class hours and collected back with their signature.

Marks split-up for Theory Papers (CIA - UG/PG):

S.No.	For Theory – UG/PG courses	UG (25)	PG (25)
1.	CIA 1 & 2	5	5
2.	Model Examination	10	10
3.	Assignment	5	-
4.	Seminar	-	5
5.	Attendance	5	5
Total Marks		25	25

Attendance Marks Split-up		
Upto 75%	-	0
76 – 80%	-	1
81 – 85%	-	2
86 – 90%	-	3
91 – 95%	-	4
96 – 100%	-	5

Continuous Internal Assessment marks are calculated based on the marks secured by the student in various components mentioned above by the teacher concerned **entered in the register, signed by the students and approved by the Head of the Department and the Principal.**

The hardcopy and the softcopy (through e-mail) of the Continuous Internal Assessment marks are **submitted to the office of the Controller of Examinations** before the last working day in every semester.

End Semester Examinations (ESE)

End Semester Examinations will be conducted for both theory and practical papers at the end of each semester (in the month of November/ December for odd semester and April – May for the even semester).

Attendance

The guidelines of attendance requirement issued by the Periyar University are adopted by the college. A Student is permitted to take the End Semester Examinations of any semester if she secures not less than 75% of attendance of the 90 working days during the semester. (67 ½ days)

A candidate who has secured attendance **less than 75% but 65% and above** shall be permitted to take the Examination if the shortage of attendance is due to medical reasons / accident / participation in sports and events, deputed by the College / University. These candidates are condoned with valid medical certificate / participation certificate by the Principal after the paying the condonation fee prescribed by the College in current semester subjects. The maximum number of condonation is three in entire programme period.

A student securing attendance **less than 65% but 55%** and above in any semester **has to compensate the shortage in attendance in the subsequent semester and appear for both semester papers together** at the end of the latter semester.

A student who has secured **below 55% attendance is not eligible** to write the End Semester Examinations and she **has to rejoin the semester** in which the attendance is less than 55% **after paying the fee for break of study.**

End Semester Examinations

The schedule for End Semester Examinations is fixed by the Controller of Examinations in consultation with the Principal and is displayed in the notice board, College Website and also is circulated to the faculty members and students.

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

Overall Distribution of Marks for Theory Papers (UG/PG):

Course	Total Marks	External Max. Marks	External Passing Minimum	Internal Max. Marks	Internal Passing Minimum	Overall Passing Minimum For Total Marks (Internal + External)
UG	100	75	30	25	10	40
PG	100	75	38	25	12	50

Question Paper

Question Papers for the End Semester Examinations theory papers are set by the external question paper setters and are scrutinized by a team of external experts in the concerned discipline.

Marks Split-up for Theory Papers (ESE - UG / PG):

S.No.	For Theory – UG/PG courses	ESE Marks
1.	Multiple-Choice questions	20
2.	Section – B (Descriptive Pattern)	25
3.	Section – C (Descriptive Pattern)	30
	Total Marks	75

For End Semester Practical examinations, setting of question paper, conduct of examinations and valuations are done by both internal and external examiners.

Distribution of Marks for Practical Subjects (UG/PG):

Courses	Total Marks	External Marks (ESE)	Internal Marks (CIA)	Overall Passing Minimum For Total Marks (Internal + External)
		Max. marks	Max. marks	
UG	100	60	40	50
PG	100	60	40	50

Internal Marks Split-up for Practical (UG/PG)

S.No.	For Practical – UG/PG courses	Marks
1.	Model practical examination	30
2.	Evaluation of Observation note	10
	Total Marks	40

External Marks Split-up for Practical Subjects (UG/PG):

S.No.	For Practical – UG/PG courses	Marks
1.	Evaluation of Record note	10
2.	Viva-voce	10
3.	Experiment	40

Distribution of Marks for Projects (PG):

Total Marks	External Max. marks	Internal Max. marks	Overall Passing Minimum For Total Marks (Internal + External)
100	60	40	50

Internal Marks Split-up for Projects (PG):

S.No.	Particulars	Marks
1.	Review – I	5
2.	Review – II	5
3.	Review – III	5
4.	Documentation	15
5.	Implementation	10
	Total	40

External Marks Split-up for Projects (PG):

S. No.	Particulars	Marks(60)
1.	Presentation	40
2.	Viva	20
	Total	60

Hall Tickets and Instructions

Hall Ticket for the End Semester Examinations will be issued to eligible students on time before the End Semester Examinations. Students must bring the Hall Ticket and the college ID-card to every session of the End Semester Examinations for verification.

No student enters the Examination Hall after 30 Minutes from the commencement of the Examination. Students can bring to the examination hall only ordinary scientific calculator. They can use the mathematical, statistical or any other table (if required) provided by the college during the End Semester Examinations. Students are not allowed to bring programmable calculators / Mobile phones or any other unwanted materials inside the Exam Hall.

Malpractice

Any kind of malpractice during the End Semester Examinations is **strictly prohibited**. If it is found she will be **debarred from writing that particular paper in that semester or all the papers in that semester** based on the nature of the malpractice.

A Complaint regarding the End Semester Examinations Question Papers must be brought to the Controller of Examinations on the same day of the examination by the HOD concerned or concerned class teacher and must be entered in the **Grievances Register** maintained in the Exam cell.

Valuation

After giving dummy numbers the answer scripts are valued by the External & Internal examiners. The End Semester Examinations results are published in the college notice board and also in the college website with-in 15 – 20 days from the date of last examination.

Revaluation and Transparency

Provision is available for Improvement / Re-totaling / Revaluation / obtaining photocopy of the valued answer scripts for current semester papers. Photocopy of valued answer scripts will be furnished to the students. Students shall scrutinize the same. After scrutinize if they want their scripts to be revalued they shall apply within 3 days.

If the marks scored in the revaluation are less than the original marks, original marks will be considered. If the mark scored in the revaluation is higher than the original marks the marks obtained in the revaluation shall stand. If the difference in marks in the original valuation and the revaluation is more than 10, a **third valuation** will be done and the average of the nearest two marks shall be the final marks awarded.

Students can apply for Improvement/Re-totaling/Revaluation/ obtaining photocopy of valued answer scripts to the Controller of Examinations through the Principal in the prescribed format along with the prescribed fee **within seven working days** from the date of publication of results.

There is **no provision for** revaluation or re-totaling of **practical** examination papers.

Improvement

A student who obtains a pass mark in a paper in the first attempt **can appear for the same paper only in the immediate next semester**. Reappearance for improvement is allowed **only in theory papers**. The highest marks will be considered as the final mark. However the improvement marks will be considered only for classification and **not for ranking**. When there is no improvement there will not be any change in the original mark, already awarded.

Reappearance of failed Students

A student failed in the End Semester Examinations can appear for the papers in the subsequent End Semester Examinations.

Supplementary Examinations

In order to provide an opportunity to the failed U.G. and P.G. students to complete the programme in the same year without any loss of time supplementary examinations are **conducted with-in 20 days from the date of publication of even semester results of the final year.**

1. Student who has cleared all the papers of earlier semesters (First to fifth Semester U.G. / First to Third Semester P.G.) but has **failed in one or two papers** written in the final semester will be allowed.
2. Student who has cleared all the papers except **only one paper in all the semesters** can also apply to the supplementary examinations.

Student can apply for Supplementary Examinations to the Controller of Examinations through the Principal in the prescribed format along with prescribed fee **with-in seven working days** from the date of publication of results.

Credit for U.G. Course

Particulars	Credit	
	B.A., /B.Sc.,	B. Com.,/ B.B.A.,/ B.C.A.,
Part I Foundation Tamil / Hindi / Malayalam	12	6
Part II Foundation English	12	6
Part III Core, Allied and Electives	95	107
Part IV Skill Based Electives, Non-Major Electives, Environmental Studies, Value Education	20	20
Part V Extension Activities (NSS /YRC /Sports & Games)	1	1
Total	140	140

Credit for P.G. Course

Particulars	Credit
Core, Elective and Project	90
Human Rights	1
Total	91

The only credit earned for Part V Extension Activities of a successful student shall not be taken into consideration for classification / Ranking / Distinction.

Mark Statement

Mark Statement Issued at end of each semester will indicate the credits and marks / grades obtained in each course.

Classification, Grade, Grade Point, GPA & CGPA

The grades are given on the basis of the percentage of marks scored by the students as shown below:

CGPA	Grade	Classification of Final Result
9.5 – 10.0	O+	First Class – Exemplary *
9.0 and above but below 9.5	O	
8.5 and above but below 9.0	D++	First Class – Distinction *
8.0 and above but below 8.5	D+	
7.5 and above but below 8.0	D	
7.0 and above but below 7.5	A++	First Class
6.5 and above but below 7.0	A+	
6.0 and above but below 6.5	A	
5.5 and above but below 6.0	B+	Second Class
5.0 and above but below 5.5	B	
4.5 and above but below 5.0	C+#	Third Class
4.0 and above but below 4.5	C#	
0.0 and above but below 4.0	U	Re - appear

- * The candidates who have passed in the first appearance and within the prescribed semester of the U.G. & P.G. Programme (Major, Allied and Elective courses alone) are eligible.
- # Only applicable to U.G. programme.

In the consolidated mark sheet issued, the class in which the candidate has passed will be given separately for Part I, II and III. Grade Point Average (GPA) will be given for Part III (Including only core & allied courses) as well as for all the components of the curriculum separately for UG Programme and for the PG programme based on all the subjects studied by the student.

The Grade Point Average (GPA) will be calculated as follows at the end of the Programme.

C_i = Credits earned for course i in any semester

G_i = Grade Point obtained for course i in any semester

n = refers to the semester in which such courses were

credited For a Semester:

$$\text{GRADE POINT AVERAGE [GPA]} = \frac{\sum C_i G_i}{\sum C_i}$$

Sum of the Multiplication of grade points by the credits of the courses

$$\text{GPA} = \frac{\text{Sum of the Multiplication of grade points by the credits of the courses}}{\text{Sum of the credits of the courses in a semester}}$$

Sum of the credits of the courses in a semester

For the entire programme :

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

Sum of the multiplication of grade points by the credits of the entire programme

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

Sum of the credits of the courses of the entire programme

Criteria for Rank

1. Marks secured in **all the papers are considered for P.G.** programmes and marks secured in **core and allied courses**, i.e, **Part – III** are considered **for U.G.** programme.
2. Student must have passed all papers in the **first attempt** in the respective semesters.
3. Student should have completed the courses with the **minimum period** prescribed for the course of study.
4. Improvement marks **will not be considered** for ranking but will be considered for classification.

Transfer of Students

Students seeking a transfer to the U.G. and P.G. degree course in VICAS have to fulfill the following conditions.

1. **Seats** must be available in the department concerned
2. The students **should not have any arrear** paper if they are coming from non-Autonomous Colleges.
3. The student must write the papers which are offered in our college, if those papers are not included in the syllabus of the previous college.