



**Dhanalakshmi Srinivasan**  
**College of Arts & Science for women (Autonomous),**  
**Perambalur – 621212**

(Affiliated to Bharathidasan University)

(Nationally Re-Accredited with 'A' Grade by NAAC)



**OFFICE OF THE CONTROLLER OF EXAMINATIONS**  
**Rules and Regulations**

**1. Duration of the Programme**

**UG Programme**

The programme shall lead to the degree of Bachelor of Arts, Bachelor of Science, Bachelor of Computer Applications, Bachelor of Commerce, and Bachelor of Business Administration of the Bharathidasan University, Trichy and spread over a period of six semesters. Three academic years will be divided into six semesters with two semesters per year.

**PG Programme**

The programme shall lead to the degree of Master of Arts, Master of Science, Master of Computer Applications, Master of Commerce, and Master of Business Administration of the Bharathidasan University, Trichy and spreads over a period of four semesters. Two academic years will be divided into four semesters with two semesters per year. A student is ordinarily expected to complete the UG programme in three academic years and PG programme in two academic years.

**2. Admission**

Candidates for UG and PG programme shall be admitted as per the norms prescribed by the University and Government of Tamilnadu. For MBA and MCA courses AICTE norms shall apply.

**3. Structure of the Programme**

Each UG programme shall have a curriculum comprising theory and practical courses with a specified syllabus. The curriculum of each semester is a blend of theory courses, practical courses, mini project and internship. In addition seminars, assignments personality development programmes and extension activities such as NCC, NSS, YRC, Sports and Games shall be offered.

Each UG programme shall have a curriculum comprising theory and practical courses with specified syllabus. The courses shall cover

- (i) Part - I Language      Tamil/Hindi/French/Arabic/Sanskrit
- (ii) Part - II Language    English
- (iii) Part-III
  - a. Core courses
  - b. Allied Courses
  - c. Major Based Elective
- (iv) Part IV
  - a. Environmental Studies
  - b. Value Education
  - c. Non Major Elective Course
  - d. Skill Based Elective Course
  - e. Soft Skills
  - f. Gender Studies
- (v) Part V Extension Activity

Each PG programme shall have a curriculum comprising theory and practical courses with specified syllabus. The courses shall cover

- (i) Core courses
- (ii) Elective courses
- (iii) Application Oriented Courses
- (iv) Project

Every student has to carry out a project work and shall submit at the end of the fourth semester.

4. The medium of instruction and examinations shall be in English except for courses on languages other than English.

#### 5. Assessment

The evaluation of a student in a particular course is done based on her performance both in the (i) Continuous Internal Assessment (CIA) and the (ii) Semester Examinations (SE). A student has to pass the CIA and SE separately to complete a course.

##### a) SCHEME OF ASSESSMENT

	<b>Theory</b>	<b>Practical Subjects</b>
Continuous Internal Assessment (CIA)	25 marks	40 marks
Semester Examinations (SE)	75 marks	60 marks
<b>Total</b>	<b>100 marks</b>	<b>100 marks</b>

**b) Components of CIA - (25)**

<b>S.NO</b>	<b>COMPONENTS</b>	<b>MARKS</b>
1.	Internal Assessment Test (2) and Model exam (1)	10
2.	Assignment	05
3.	Seminar	05
4.	Quiz	2.5
5.	Attendance	2.5
	<b>TOTAL</b>	<b>25</b>

Passing Minimum of UG – 40%

Passing Minimum of PG – 50%

**c) Components of SE - (75)**

The Question Paper shall consist of Three Parts:

- **Part A** shall contain **Ten** questions carrying **1 mark** each (**10\*1=10**)
- **Part B** shall contain **Five** questions carrying **7 marks** each, Each Question contain either or choice pattern (**5\*7=35**)
- **Part C** shall contain **Five** questions carrying **10 marks** each ,out of which the students has to answer for any **Three** questions(**3\*10=30**)

Part A (10\*1 = 10) - 10

Part B (5\*7=35) - 35

Part C (3\*10=30) - 30

**Total** = 75

Passing Minimum of UG – 40%

Passing Minimum of PG – 50%

**d) Consolidation of CIA**

Consolidation of CIA marks should be done in the department within five days after the MODEL EXAMINATIONS .CIA mark statements are sent to the Office of the Controller of Examinations after being signed by the Heads of the department. 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 SE in that course.

#### e) CIA Improvement Rules

(To reappear in CIA) CIA can be cleared by improving the CIA marks in the subsequent semesters for a maximum of 3 courses. If a student has 4 or more courses for CIA improvement, she can clear them only after the completion of the programme. To clear CIA, students have to submit an application form to the COE's office within 20 days from the date of results published. A fee of Rs.200/- per course has to be paid.

#### 6. Shortage of Attendance – Condonation & Re-do semester

Shortage of Attendance	
Upto 25%	Eligible to write SE
26% to 35%	College condonation
36% to 50%	College condonation (Medical certificate has to be produced)
Below 50%	Not eligible to write SE

- 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 redoing the Semester, the candidate has to apply to the University, through the Principal in the prescribed form available in the College office, at least 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.

#### 7. SEMESTER EXAMINATION

- All those students who have put in the required number of days of attendance are eligible to appear for the SE 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 courses, 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 students must bring the Hall Ticket and their College ID card to every session of the Semester Examinations for verification.
- Students can bring into the Examination Hall only ordinary Scientific / Engineering calculators. They can use the mathematical, statistical or any other Table, (if required) provided by the college during the SE. Students are not allowed to bring programmable calculators / mobile phones or any other electronic communication devices or unwanted materials into the examination hall.

### **8. Grievances regarding 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 his/her comments on the teacher's response to the grievances. Where the HOD is not available for any reason, the next senior teacher of the department would take up this responsibility.

### **9. Semester Examinations Arrears**

Students, who fail in any course(s) in the Semester Examinations, can appear for the course(s) in the subsequent 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 year.

### **10. 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 reason, if a student is not able to submit her project report, she can appear for the viva-voce at the end of the subsequent academic year.

### **11. Valuation of Answer Scripts of Semester Examinations.**

Central Valuation of answer scripts is followed. For all UG and PG programmes, there will be only one valuation done by a Board of External Examiners.

### **12. Revaluation /Retotalling/Transparency for the Semester Examinations (UG and PG)**

Revaluation/Retotalling/Transparency is allowed for UG / PG programmes as per the BDU guidelines. A candidate can apply for revaluation for any number of theory courses of the current semester. Students should apply for Revaluation/Retotalling/Transparency in the prescribed form available in the Controller's Office through the HOD and Principal within 7 days of the publication of the results. Those 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. Those candidates who have passed the external

---

examination and those candidates, who have failed in the external examination but secured less than 50% of the passing minimum in it, can apply for reevaluation provided they get the transparency of the answer scripts and the recommendation of the HOD based on her evaluation of the transparency.

### **13. 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.
- 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.

### **14. 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 top scorers in this University Rank Examination would be declared as University Rank Holders, irrespective of their grades in their respective Semester Examinations.

### **15. Disciplinary Action for Malpractice**

Malpractice by students during the Internal Tests and Semester Examinations will be viewed seriously. All reported cases of malpractice during Internal Tests, Semester Examinations in Theory and Practical's, Project Viva-Voce, Field Work, Internship etc. will be referred to the Principal. 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 Committee will be final and binding. Students, found guilty of malpractice, will be debarred from writing three consecutive years of Semester Examinations.

### **16. 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 are spelt out clearly by the relevant statutory body of the college.

---

### 17. 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 SMS(SOFTWARE) & Website.

### 18. M.PHIL

M.Phil programmes are conducted as per the rules and regulations of Bharathidasan University. (Refer: [www.bdu.ac.in/regulations/mphil](http://www.bdu.ac.in/regulations/mphil))

### Choice- Based Credit System (CBCS)

The Credit System of Dhanalakshmi Srinivasan College of Arts and Science for Women (Autonomous), Perambalur is pertaining to the norms within the frame work of the Tamilnadu State Council for Higher Education. The minimum credit points to earn for the respective degrees are as follows:

- Three year UG Programme : Best 140 Credits
- Two year PG Programme : Best 90 credits
- Two year MBA PG Programme : Best 120 credits

### I. Components of the curriculum

#### UG Programmes

The following course details are presented for UG programmes with effect from 2018 – 2019

S.NO	COURSES	NO.OF COURSES	TOTAL PERIODS DURING THE PROGRAM	NO.OF CREDITS	TOTAL CREDITS	MARKS
1	Part – I Language	04	24 @ 6 Periods	03	12	400
2	Part – II English	04	24 @ 6 Periods	03	12	400
3	Part – III Core Course	15	78 @ 6/5/4/3 Periods	6/5/4/3	70	1500
4	Part – III Allied Course	06	24@6/ 5/4/3 Periods	5/4/3	18	600

5	Part –iii Major Based Elective	03	15 @ 6/5/4 Periods	04	12	300
6	Part – IV					
	Non-Major Elective - II	02	4@2 Periods	2	4	200
	Environmental Science	01	2 Periods	2	2	100
	Value Education	01	2 Periods	2	2	100
	Skill Based Elective	02	4@2 Periods	2	4	200
	Soft Skill	01	2 Periods	2	2	100
	Gender Studies	01	1 Periods	1	1	100
7	Part-V Extension Activity	---	---	1	1	---
<b>Total</b>		40	180	---	140	4000

## UNDER GRADUATE PROGRAMMES

Part –I	Languages	- 04 Courses With 12 Credits
Part –II	English	- 04 Courses With 12 Credits
Part -III	Core Course	- 15 Courses With 70 Credits
Part -III	Allied Course	- 06 Courses With 18 Credits
Part -III	MBE	- 03 Courses With 12 Credits
Part -IV	NME	- 02 Courses With 4 Credits
Part -IV	EVS	- 01 Courses With 2 Credits
Part -IV	VE	- 01 Courses With 2 Credits
Part -IV	SBE	- 02 Courses With 4 Credits
Part -IV	Soft Skill	- 01 Courses With 2 Credits
Part -V	Gender Studies	- 01 Courses With 1 Credits
Part -V	Extension Act.	- 1 Credit

A total of 40 courses with 140 credits.



## 19. Non Major Elective Courses

S.NO	DEPARTMENT	SEM III	SEM IV
1	TAMIL	GANDHIYA SINDHANAIGAL	SALAI PAATHUKAPPU VITHIKAL
		SEIDHI KALAI	REPORTING & EDITING
		PANI TERVU TAMIL	NALITHAL URUVAKAMUM VADIVAMAIPUM
2	ENGLISH	REMEDIAL ENGLISH	PRESENTATION SKILLS
		COMMUNICATION SKILLS	EFFECTIVE EMPLOYABILITY SKILLS
		ENGLISH FOR JOURNALISM	FUNCTIONAL ENGLISH
3	MATHS	QUANTITATIVE APTITUDE – I	QUANTITATIVE APTITUDE – II
		OPERATIONS RESEARCH	NUMERICAL METHODS
		STATISTICS - I	STATISTICS- II
4	PHYSICS	BASICS IN ASTROPHYSICS	ENERGY PHYSICS
		RENEWABLE ENERGY SOURCES	EVERYDAY PHYSICS
		LASER PHYSICS	BASIC ELECTRONICS
5	CHEMISTRY	CHEMISTRY IN EVERYDAY LIFE	FOOD AND NUTRITION
		AGRICULTURAL CHEMISTRY	NANOSCIENCE AND ITS APPLICATION
		HEALTH CHEMISTRY	CHEMISTRY FOR LIFE SCIENCE
6	COMPUTER SCIENCE	COMPUTER FUNDAMENTALS	RECENT TRENDS IN ENTERPRISE INFORMATION TECHNOLOGY
		INTRODUCTION TO INFORMATION TECHNOLOGY	PC SOFTWARE
		OFFICE AUTOMATION	WORKING PRINCIPLES OF INTERNET
7	BIOCHEMISTRY	HEALTH AND NUTRITION	FORENSIC SCIENCE
		NUTRITION FOR WOMEN	BIOCHEMISTRY IN NUTRITION
		NANOMEDICINE	HEALTH AND DISEASE
8	BIOTECHNOLOGY	BASICS OF BIOTECHNOLOGY	AGRICULTURAL BIOTECHNOLOGY
		HEALTH CARE BIOTECHNOLOGY	SOLID WASTE MANAGEMENT

		PROCESS INSTRUMENTATION DYNAMIC AND CONTROL	INDUSTRIAL WASTE MANAGEMENT
9	MICROBIOLOGY	VERMI CULTURE	ELEMENTAL CONCEPT OF MICROBIOLOGY
		MUSHROOM TECHNOLOGY	SOCIAL AND PREVENTIVE MEDICINE
		BIOFERTILIZER TECHNOLOGY	MICROBIAL NUTRITION
10	BBA	DIGITAL MARKETING	PRINCIPLES OF MANAGEMENT
		BANKING PRACTICES	PERSONNEL MANAGEMENT AND INDUSTRIAL RELATIONS
		INTRODUCTION TO OFFICE MANAGEMENT	OFFICE MANAGEMENT TOOLS
11	BCA	WORKING PRINCIPLES OF INTERNET	FUNDAMENTALS OF INFORMATION TECHNOLOGY
		ANIMATION USING FLASH	HTML
		OFFICE AUTOMATION	WEB DESIGN
12	BCOM	PRINCIPLES OF MARKETING	FUNDAMENTALS OF ACCOUNTING
		PRINCIPLES OF MANAGEMENT	ORGANISATIONAL BEHAVIOUR
		INTRODUCTION TO BANKING	CONSUMER BEHAVIOUR
13	BCOM CA	PRINCIPLES OF MARKETING	FUNDAMENTALS OF ACCOUNTING
		PRINCIPLES OF MANAGEMENT	ORGANISATIONAL BEHAVIOUR
		INTRODUCTION TO BANKING	CONSUMER BEHAVIOUR
14	FASHION TECH	ACCESSORIES DESIGNING	FABRIC PRINTING
		FLORAL MAKING	FASHION SAREE DESIGNING (P)
		BOUTIQUE MANAGEMENT	SKETCHING HUMAN BODY(P)
15	NUTRITION AND DIETETICS	BASICS OF FOOD SCIENCE	NUTRITION FOR WOMEN
		FUNDAMENTALS OF NUTRITION	NUTRITION FOR HEALTH AND FITNESS
		FOOD PRESERVATION	BAKERY
16	FOOD TECH	BASIC NUTRITION	BAKERY TECHNOLOGY
		FOOD FACTS AND PRINCIPLES	FOOD PACKAGING TECHNOLOGY
		HUMAN HEALTH AND NUTRITION	DAIRY TECHNOLOGY

17	FORENSIC SCIENCE	CRIMINALISTICS	HANDWRITING ANALYSIS
		QUESTIONED DOCUMENT ANALYSIS	INVESTIGATION OF SCENE OF OCCURRENCE
		FINGERPRINT SCIENCE	DIGITAL FORENSICS
18	AVIATION MANAGEMENT	INTRODUCTION TO AIRPORTS	AVIATION LOGISTICS AND CARGO
		INTRODUCTION TO AIRLINE AGENCIES CONTROLLING AVIATION	AVIATION LAW
		INTRODUCTION TO BASIC PSYCHOLOGY	INTRODUCTION : AIR TRAVEL AND TOURISM
19	PSYCHOLOGY	INTRODUCTION TO SOCIAL PSYCHOLOGY	INTRODUCTION TO SOCIAL PSYCHOLOGY II
		INTRODUCTION TO PHYSIOLOGICAL PSYCHOLOGY	INTRODUCTION TO PHYSIOLOGICAL PSYCHOLOGY II

## POST GRADUATE PROGRAMMES

The following course details are presented for TAMIL, ENGLISH, COMMERCE, M.COM(CA) , COMPUTER SCIENCE & MATHEMATICS programmes with effect from 2018 – 2019.

S.NO	COURSES	NO.OF COURSES	TOTAL PERIODS DURING THE PROGRAM	NO.OF CREDITS	TOTAL CREDITS	MARKS
1	Core Courses	13	78 @ 6 Periods	5/4	63	1300
2	Core Based Elective	4	24 @ 6 Periods	4	16	400
3	Application Oriented Courses	2	12@ 6 Periods	3	6	200
4	Project	1	6 Periods	5	5	100
<b>Total</b>		20	120	---	90	2000

## POST GRADUATE PROGRAMMES

Core course	- 13 courses with 63 credits
Core based elective	- 04 courses with 16 credits
Application oriented courses	- 02 courses with 6 credits
Project	- 01 course with 5 credits

A total of 20 courses with 90 credits

## POST GRADUATE PROGRAMMES

The following course details are presented for MICRO BIOLOGY, BIO TECHNOLOGY, BIO CHEMISTRY, CHEMISTRY & PHYSICS programmes with effect from 2018 – 2019

S.NO	COURSES	NO.OF COURSES	TOTAL PERIODS DURING THE PROGRAM	NO.OF CREDITS	TOTAL CREDITS	MARKS
1	CORE COURSES	13	75 @ 8/7/6/5 PERIODS	5/4	57	1300
2	CORE BASED ELECTIVE	3	15 @ 5/4 PERIODS	5/4	12	300
3	APPLICATION ORIENTED COURSES	2	6 @ 3 PERIODS	3	6	200
4	PROJECT	1	24 PERIODS	15	15	200
<b>TOTAL</b>		19	120	---	90	2000

## POST GRADUATE PROGRAMMES

Core course	- 13 courses with 57 credits
Core based elective	- 03 courses with 12 credits
Application oriented courses	- 02 courses with 6 credits
Project	- 01 course with 15 credits

A total of 19 courses with 90 credits

---

## POST GRADUATE PROGRAMMES

The following course details are presented for MCA programme with effect from 2020-2021.

S.NO	COURSES	NO.OF COURSES	TOTAL PERIODS DURING THE PROGRAM	NO.OF CREDITS	TOTAL CREDITS	MARKS
1	CORE COURSES	15	67@ 4/3 PERIODS	4/3	54	1500
2	CORE BASED ELECTIVE	3	13 @ 4 PERIODS	4	12	300
3	APPLICATION ORIENTED COURSES	2	8 @ 3 PERIODS	3	6	200
4	SOFT SKILL	1	2 @ 2 PERIODS	2	2	100
5	PROJECT	1	-	16	16	100
<b>TOTAL</b>		22	90	---	90	2200

## POST GRADUATE PROGRAMMES

Core course - 15 courses with 54 credits  
Core based elective - 03 courses with 12 credits  
Application oriented courses - 02 courses with 6 credits  
Soft skill - 01 course with 2 credits  
Project - 01 course with 16 credits

A total of 22 courses with 90 Credits.

---

## POST GRADUATE PROGRAMMES

The following course details are presented for MBA programme with effect from 2020 – 2021.

S.NO	COURSES	NO.OF COURSES	TOTAL PERIODS DURING THE PROGRAM	NO.OF CREDITS	TOTAL CREDITS	MARKS
1	CORE COURSES	16	80 @ 5/4 PERIODS	5/4	74	1600
2	CORE BASED ELECTIVE	8	32@4 PERIODS	4	32	800
3	APPLICATION ORIENTED COURSES	2	4@2 PERIODS	2	4	200
4	SOFT SKILL	1	2@2 PERIODS	2	2	100
5	PROJECT	1	2@6 PERIODS	6	6	100
6	INTERNSHIP TRAINING	1	-	2	2	-
<b>Total</b>		29	120	---	120	2800

## POST GRADUATE PROGRAMMES

Core course - 16 courses with 74 credits  
Core based elective - 08 courses with 32 credits  
Application oriented courses - 02 courses with 4 credits  
Soft skill - 01 course with 2 credits  
Project - 01 course with 6 credits  
Internship Training - 01 course with 2 credits

A total of 29 courses with 120 credits

---

The College provides Certificate courses as well as Diploma courses for the Students

Component	Credits /Semester	Total Credits
Diploma Courses	PGDCA	50
	PGDBI	50
Certificate Courses	TALLY	10
	Functional English	10

## GRADING

Once the marks of the CIA and semester examinations for each course are available, they will be added. The marks thus obtained will then be graded. From the second semester onwards the total performance within a semester and continuous performance starting from the first semester are indicated by Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA).

$$\text{GPA (Grade Point Average)} = \frac{\sum_{i=1}^n C_i G_i}{\sum_{i=1}^n C_i} ; \quad \text{WAM (Weighted Average Marks)} = \frac{\sum_{i=1}^n C_i M_i}{\sum_{i=1}^n C_i}$$

### Grading the UG courses

MARKS	GRADE POINT	CGPA	LETTER GRADE	CLASSIFICATION
90 and above	10	9.00 and above	O	Out standing
80 to <90	9	8.0-8.99	A <sup>+</sup>	Excellent
70 to <80	8	7.0-7.99	A	Very good
60 to < 70	7	6.0-6.99	B <sup>+</sup>	Good
50 to < 60	6	5.0-5.99	B	Above average
40 to < 50	5	4.0-4.99	C	Average
Below 40	0	Below 4.0	RA	Reappear

### Grading the PG courses

MARKS	GRADE POINT	CGPA	LETTER GRADE	CLASSIFICATION
90 and above	10	9.00 and above	O	Out standing
80 to <90	9	8.0-8.99	A <sup>+</sup>	Excellent
70 to <80	8	7.0-7.99	A	Very good
60 to < 70	7	6.0-6.99	B <sup>+</sup>	Good
50 to < 60	6	5.0-5.99	B	Above average
Below 50	0	Below 5.0	RA	Reappear