



KARPAGAM UNIVERSITY
Karpagam Academy of Higher Education
(Established Under Section 3 of UGC Act 1956)

**FACULTY OF ARTS, HUMANITIES, SCIENCE,
COMMERCE AND MANAGEMENT
UNDER -GRADUATE PROGRAMMES
REGULAR PROGRAMME**

**REGULATIONS
(2011)**

Eachanari Post, Coimbatore – 641 021. INDIA
Phone : 0422-6453777, 6471113-5; Fax No : 0422 -2611043
Email : info@karpagamuniversity.ac.in
Web : www.karpagamuniv.com

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REGULAR PROGRAMME
REGULATIONS 2011
CREDIT SYSTEM**

These Regulations are effective from the academic year 2011-2012 and applicable to the students admitted to Under Graduate degree programmes in Arts, Humanities, Science, Commerce and Management during the academic year 2011 - 2012 and onwards.

**1 PROGRAMMES OFFERED, MODES OF STUDY AND
ADMISSION REQUIREMENTS**

1.1 U.G. PROGRAMMES OFFERED:

The various U.G. Programmes offered by the University are listed in **Table 1**.

1.2 MODE OF STUDY:

1.2.1 Full-Time:

Candidates admitted under 'Full-Time' should be available in the University during the complete working hours for curricular, co-curricular and extra-curricular activities assigned to them.

1.3 ADMISSION REQUIREMENTS:

1.3.1. Candidate for admission to the first year of the UG Degree Course shall be required to have passed the Higher Secondary Course Examination [Academic or Vocational] conducted by the

Govt. of Tamil Nadu or any other Examination considered equivalent thereto.

- 1.3.2 Notwithstanding the qualifying examination the candidate might have passed, he/she shall have a minimum level of proficiency in the appropriate programme / courses as prescribed by the Board of Management of the University from time to time.
- 1.3.3 Eligibility conditions for admission such as marks obtained, number of attempts in qualifying examination and physical fitness will be as prescribed by the Board of Management of the University from time to time.

2 DURATION OF THE PROGRAMMES:

- 2.1 The minimum and maximum period for completion of the U.G. Programmes are given below:

Programme	Min. No. of Semesters	Max. No. of Semesters
B.A, B.Sc., B.Com, BCA, BBM	6	12

- 2.2 Each semester shall normally consist of 90 working days or 450 hours of study. The HOD shall ensure that every teacher imparts instruction as per the number of periods specified in the syllabus and that the teacher teaches the full content of the specified syllabus for the course being taught.
- 2.3 The prescribed credits required for the award of the degree shall be as specified below.

PROGRAMME	PRESCRIBED CREDIT
B.A, B.Sc., B.Com, BCA, BBM	150

- 2.4 Credits will be assigned to the courses for different modes of study as given below:

No. of credit per lecture hour period per week : 1

No. of credit per tutorial period per week : 1

No. of credit for 2 periods of laboratory per week : 1

No. of credit for 2 periods of seminar per week : 1

No. of credit for 2 periods of project work per week : 1

3. STRUCTURE OF THE PROGRAMME

3.1 Course of Study and Examination

The course of study for the UG Degree Course shall consist of the following : Part - I Language; Part - II English; Part - III Core, Allied, Project; Part - IV Non-Major Elective, General awareness, Environmental studies; and Part - V NSS, NCC, Sports.

Part- I Language

Tamil or any one of the Indian languages / Foreign viz, Malayalam, Hindi, French.

The subject shall be offered during the first two semesters with examination at the end of each semester.

Part -II English

The subject shall be offered during the first four semesters with examination at the end of each semester.

Part - III

Core / Allied / Project.

a. Core

Core consists of theory and practical and the examinations shall be conducted at the end of each semester.

b. Allied Courses

There are two Allied Courses. The Allied – I is offered in the first and second Semesters. The Allied - II is offered in third and fourth Semesters. The examination shall be conducted at the end of each semester.

c. Project Work

The Project Work shall start at the beginning of third Year i.e. during the sixth semester. The Project Report shall be submitted at the

end of the sixth Semester. The project can be individual or group.

Part – IV

Non Major Elective / General Awareness / Environmental Studies

a. Non-Major Electives

In the Third and Fourth Semester, the students shall select anyone of the courses offered by other Departments. Examination shall be conducted at the end of Third and Fourth semesters.

b. General Awareness

The students shall study the paper: General Awareness in the first Semester. The examination shall be conducted at the end of First Semester.

c. Environmental Studies

The students shall study the paper : Environmental Studies in the second Semester. The examination shall be conducted at the end of second Semester.

Part – V

Extension Activities – NSS / NCC / Sports – every student is encouraged to participate in any one of the programmes, viz. NSS / NCC / Physical Education.

The above activities shall be conducted outside the regular working hours of the University.

NSS students shall visit at least one of the following in every year, old age home orphanage home and shall submit the report for valuation during the sixth Semester.

4. MEDIUM OF INSTRUCTIONS

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

5. MAXIMUM MARKS

The maximum marks assigned to different courses shall be as given below:

Each of the theory, practical courses and project work shall carry maximum of 100 marks of which 40 marks will be through Continuous Internal Assessment and 60 marks will be for End Semester Examinations.

6. REQUIREMENTS FOR COMPLETION OF THE SEMESTER

A candidate who has fulfilled the following conditions shall be deemed to have satisfied the requirements for completion of a semester.

- 6.1 Ideally every student is expected to attend all classes and secure 100% attendance. However, in order to allow for certain unavoidable reasons, the student is expected to attend at least 75% of the classes.
- 6.2 However, **a candidate who has secured attendance less than 75 % in the current semester due to any reason shall not be permitted to appear for the current semester examinations.** But he/she will be permitted to appear for his/her arrear examinations, if any and he/she has to re do the same semester.

7. FACULTY ADVISOR

To help the students in planning their courses of study and for general advice on the academic programme, the Head of the Department will allot a certain number of students to a teacher of the Department who shall function as Faculty Adviser for those students throughout their period of study. Such Faculty Advisers shall advise the students and monitor the courses undergone by the students, check the attendance and progress of the students attached to him/her and counsel them periodically. If necessary, the faculty adviser may also discuss with or inform the parents about the progress of the students. The Faculty Adviser shall display in the Notice Board the cumulative attendance particulars of each student periodically (once in 3 weeks) to

enable the students to know their attendance details to satisfy the clause 5 of this regulation.

8. CLASS COMMITTEE

8.1. Every class shall have a class committee consisting of teachers of the class concerned, student representatives [two boys and two girls] and the concerned Head of the Department. It is like the 'Quality Circle' (more commonly used in industries) with the overall goal of improving the teaching-learning process. The functions of the class committee include

- Solving problems experienced by students in the class room and in the laboratories.
- Clarifying the regulations of the degree programme and the details of rules therein particularly clause 4 and 5 which should be displayed on department Notice-Board.
- Informing the student representatives the academic schedule including the dates of assessments and the syllabus coverage for each assessment.
- Informing the student representatives the details of Regulations regarding weightage used for each assessment. In the case of practical courses (laboratory / drawing / project work / seminar etc.) the breakup of marks for each experiment / exercise /module of work, should be clearly discussed in the class committee meeting and informed to the students.
- Analyzing the performance of the students of the class after each test and finding the ways and means of solving problems, if any.
- Identifying the weak students, if any and requesting the teachers concerned to provide some additional help or guidance or coaching to such weak students.

8.2 The class committee for a class under a particular branch is normally constituted by the Head of the Department. However, if the students of different branches are mixed in a class, the class committee is to be constituted by the Dean.

- 8.3 The class committee shall be constituted within the first week of each semester.
- 8.4 At least 4 student representatives (usually 2 boys and 2 girls) shall be included in the class committee.
- 8.5 The Chairperson of the Class Committee may convene the meeting of the class committee.
- 8.6 The Dean may participate in any Class Committee of the institution.
- 8.7 The Chairperson is required to prepare the minutes of every meeting, submit the same to Dean within two days of the meeting and arrange to circulate it among the students and teachers concerned. If there are some points in the minutes requiring action by the Management, the same shall be brought to the notice of the Registrar by the HOD.
- 8.8 The first meeting of the Class Committee shall be held within one week from the date of commencement of the semester, in order to inform the students about the nature and weightage of assessments within the framework of the regulations. Two or three subsequent meetings may be held in a semester at suitable intervals. During these meetings the student members representing the entire class, shall meaningfully interact and express the opinions and suggestions of the other students of the class in order to improve the effectiveness of the teaching-learning process.

9. COURSE COMMITTEE FOR COMMON COURSES

Each common theory course offered to more than one discipline or group, shall have a “Course Committee” comprising all the teachers handling the common course with one of them nominated as Course Coordinator. The nomination of the Course Coordinator shall be made by the Dean depending upon whether all the teachers handling the common course belong to a single department or to several departments. The ‘Course Committee’ shall meet in order to arrive at a common scheme of evaluation for the test and shall ensure a uniform evaluation of the tests. Where ever feasible, the Course Committee may

also prepare a common question paper for the Internal Assessment test(s).

10. PROCEDURE FOR AWARDING MARKS FOR INTERNAL ASSESSMENT

10.1 Every teacher is required to maintain an 'ATTENDANCE AND ASSESSMENT RECORD' which consists of attendance marked in each lecture or practical or project work class, the test marks and the record of class work (topic covered), separately for each course. This should be submitted to the Head of the Department periodically (at least three times in a semester) for checking the syllabus coverage and the records of test marks and attendance. The Head of the Department shall sign with date after due verification and will keep this document in safe custody (for five years). Records of attendance and assessment of both current and previous semesters shall be submitted for Inspection to the team appointed by the University/any other approved body.

10.2 **Continuous Internal Assessment (CIA):** The performance of students in each subject will be continuously assessed by the respective teachers as per the guidelines given below:

THEORY COURSES:

S. No.	CATEGORY	MAXIMUM MARKS
1.	Assignment * / Seminar	5
2.	Attendance	5
3.	Test – I #	15
4.	Test – II #	15
Continuous Internal Assessment : TOTAL		40

* The Assignments / Seminar should be evaluated and marks should be entered in Automation software on or before 60th working day of the semester.

The test scripts should be evaluated and marks should be entered in Automation software on or before 4th working day after the last test.

PATTERN OF TEST QUESTION PAPER:

INSTRUCTION	REMARKS
Maximum Marks	50 marks for all Tests
Duration	2 Hours
Part - A	10 Two mark Questions (10 x 2 = 20 Marks) Question No. 1 to 10, covering 4 questions from each unit.
Part- B	5 Six mark Questions (5 x 6 = 30 Marks) Question No. 11 to 17, covering the two and half units of the syllabus; out of seven questions, candidate has to attend any five questions.

PRACTICAL COURSES:

S. No	CATEGORY	MAXIMUM MARKS
1.	Observation work	5
2.	Record work	10
3.	Model examination	15
4.	Viva – voce [Comprehensive]	10
Continuous Internal Assessment: TOTAL		40

Every practical Exercise / Experiment shall be evaluated based on the conduct of Exercise/ Experiment and records maintained.

10.3 ATTENDANCE

Marks Distribution for Attendance

S. No.	Attendance %	Marks
1	80 % and above	5
2	Less than 80 %	0

11. REQUIREMENTS FOR APPEARING FOR UNIVERSITY EXAMINATION

A candidate shall normally be permitted to appear for the University Examination of any semester commencing from I semester if

he/she has satisfied the semester completion requirements (Subject to Clause 6) and has registered for examination in all courses of the semester. Registration is mandatory for Semester Examinations as well as Arrears Examinations failing which the candidate will not be permitted to move to the higher semester.

12. UNIVERSITY EXAMINATIONS

12.1 **End Semester Examination (ESE):** End Semester Examination will be held at the end of each semester for each subject, which consists of 100 marks, later scaled down to 60 marks. There shall be single valuation for all the papers.

PATTERN OF ESE QUESTION PAPER:

INSTRUCTION	REMARKS
Maximum Marks	100 marks for all Semester Examinations.
Duration	3 Hours
Part - A	15 Two mark Questions (15 x 2 = 30 Marks) Question No. 1 to 15, covering 3 questions from each unit (Answer all questions)
Part- B	5 Fourteen mark Questions (5 x 14 = 70 Marks.) Question No. 16 to 20 will be 'either-or' type, covering all five units of the syllabus; i.e., Question No. 16: Unit - I, either 16 (a) or 16 (b), Question No. 17: Unit - II, either 17 (a) or 17 (b), Question No. 18: Unit - III, either 18 (a) or 18 (b) Question No. 19: Unit - IV, either 19 (a) or 19 (b) Question No. 20: Unit - V, either 20 (a) or 20 (b) to be answered.

12.2 **Practical** : There shall be combined valuation. The pattern of distribution of marks shall be as given below.

Experiments	: 40 Marks
Record	: 10 Marks
Viva-voce	: 10 Marks
Total	: 60 Marks

Record Notebooks for Practical Examination

Candidate taking the Practical Examination should submit Bonafide Record Notebook prescribed for the Practical Examination. Otherwise the candidate will not be permitted to take the Practical Examination.

In case, a candidate fails in Practical Examination, the marks awarded for the record at the time of first appearance for the Practical Examination should be made available by the University to the Examiners at the subsequent appearance by the candidate.

12.3 EVALUATION OF PROJECT WORK

12.3.1 The project work shall be evaluated for a maximum of 100 marks of which 40 marks will be through internal assessment.

12.3.2 The Project Report prepared according to approved guidelines and duly signed by the supervisor(s) shall be submitted to Head of the Department.

12.3.3 The evaluation of the Project will be based on the project report submitted and a Viva-Voce Examination by a team consisting of the supervisor, who will be the Internal Examiner and an External Examiner for each programme. The External examiner shall be appointed by the University. The external valuation of the project and Viva-voce shall be a combined valuation. In case the guide is not available, the HOD shall act as the Internal Examiner.

12.3.4 If a candidate fails to submit the project report on or before the specified deadline, he/she is deemed to have failed in the Project Work and shall re-enroll for the same in a subsequent semester.

If a candidate fails in the viva-voce examinations he/she has to resubmit the Project Report within 30 days from the date of declaration of the results. For this purpose the same Internal and External examiner shall evaluate the resubmitted report.

12.3.5 A copy of the approved project report after the successful completion of viva examinations shall be kept in the library of the institution.

13. PASSING REQUIREMENTS

13.1 **Passing minimum: There is no passing minimum for CIA. The passing minimum for End Semester Examination is 24 (i.e. out of 60 marks). The overall passing minimum for examination is 50 out of 100 marks (Sum of his/her score in internal and external examination).**

13.2 If the candidate fails to secure a pass in a particular course as per clause 13.1, it is mandatory that candidate shall register and reappear for the examination in that course during the subsequent semester when examination is conducted in that course. Further the candidate should continue to register and reappear for the examination till a **pass** is secured in End Semester Examination of such arrear subjects.

The Continuous Internal Assessment marks obtained by the candidate in the first appearance shall be retained by the Office of the Controller of Examinations and considered valid for all subsequent attempts till the candidate secure a pass.

14. IMPROVEMENT OF MARKS IN THE SUBJECTS ALREADY PASSED.

Candidates desirous of improving the marks secured in a passed subject in their first attempt shall reappear once within a period of subsequent two semesters. The improved marks shall be considered for classification but not for ranking. If there is no improvement there shall not be any change in the original marks already awarded.

15. AWARD OF LETTER GRADES

15.1 All assessments of a course will be done on absolute marks basis. However, for the purpose of reporting the performance of a candidate, letter grades, each carrying certain number of points, will be awarded as per the range of total marks (out of 100) obtained by the candidate in each subject as detailed below:

Letter grade	Marks Range	Grade Point	Description
O	90 - 100	10	OUTSTANDING
A	80-89	9	EXCELLENT
B	70-79	8	VERY GOOD
C	60-69	7	GOOD
D	50-59	6	AVERAGE
RA	<50		REAPPEARANCE

16. GRADE SHEET

After results are declared, Grade Sheets will be issued to each student which will contain the following details:

- i. The list of courses enrolled during the semester and the grade scored.
- ii. The Grade Point Average (**GPA**) for the semester and
- iii. The Cumulative Grade Point Average (**CGPA**) of all courses enrolled from first semester onwards.

GPA is the ratio of the sum of the products of the number of credits (**C**) of courses enrolled and the points corresponding to the grades (**GP**) scored in those courses, taken for all the courses, to the sum of the number of credits of all the courses in the semester to the sum of the credits of all courses registered.

$$\text{GPA} = \frac{\text{Sum of [C * GP]}}{\text{Sum of C}}$$

CGPA will be calculated in a similar manner, considering all the courses enrolled from first semester. “**RA**” grade will be excluded for calculating **GPA** and **CGPA**.

Whenever students, having arrear subjects, appear for the end semester examination during which there are no regular batch of students writing the same subjects, then, the letter grades for the arrears subjects shall be awarded based on the range of marks.

17. REVALUATION

A candidate can apply for revaluation and retotalling of his/her semester examination answer paper in a theory course, within 2 weeks from the declaration of results, on payment of a prescribed fee through proper application to the Controller of Examinations through the Head of the Department. **A candidate can apply for revaluation of answer scripts for not exceeding 5 subjects at a time.** The Controller of Examination will arrange for the revaluation and the results will be intimated to the candidate concerned through the Head of the Department. Revaluation is not permitted for Practical Courses, Seminars, Practical Training and for Project Work.

18. ELIGIBILITY FOR THE AWARD OF THE DEGREE

A student shall be declared to be eligible for the conferment of the Degree if he/she has

- Successfully gained the required number of total credits as specified in the curriculum corresponding to his/her Programme within the stipulated period.
- No disciplinary action is pending against him/her.
- Successfully completed all the programmes, as prescribed in the curriculum.
- The award of the degree must be approved by the Board of Management.

19. CLASSIFICATION OF THE DEGREE AWARDED

19.1 A candidate who qualifies for the award of the Degree (vide clause 14) having passed the examination in all the courses in his/her first appearance within the specified minimum number of semesters securing a **CGPA of not less than 9** shall be declared to have passed the examination in **First Class with Distinction**.

19.2 A candidate who qualifies for the award of the Degree (vide clause 14) having passed the examination in all the courses within the specified minimum number of semesters plus one year (two semesters), securing a **CGPA of not less than 7** shall be declared to have passed the examination in **First Class**. For this purpose the withdrawal from examination (vide clause 19) will not be

construed as an appearance. Further, the authorized break of study (vide clause16) will not be counted for the purpose of classification.

19.3 All other candidates (not covered in clauses 18.1 and 18.2) who qualify for the award of the degree (vide Clause 18) shall be declared to have passed the examination in **Second Class**.

19.4 A candidate who is absent in semester examination in a course / project work after having enrolled for the same shall be considered to have appeared in that examination for the purpose of classification.

20. HONOURS DEGREE

The candidate who has secured 75% and more marks in each I, II, III and IV semesters in part III and have passed in single attempt shall be eligible to register for Honours degree. During the final semester they shall write two theory papers (self study) of 5 credits each.

The degree shall be awarded as B.Sc. (Honours) provided he / she secures 75% and above in the Part III.

In case he / she secures less than 75% marks, he / she shall be awarded the concerned UG degree without honours.

20. PROVISION FOR WITHDRAWAL FROM END-SEMESTER EXAMINATION

20.1 A candidate, may for valid reasons and on prior application, be granted permission to withdraw from appearing for the examination of any one course or consecutive examinations of more than one course in a semester examination.

20.2 Such withdrawal shall be permitted only once during the entire period of study of the degree programme.

20.3 Withdrawal of application is valid only if it is made within 10 days prior to the commencement of the examination in that course or courses and recommended by the Head of the Department and approved by the Registrar.

20.3.1 Notwithstanding the requirement of mandatory TEN days notice, applications for withdrawal for special cases under extraordinary conditions will be considered on the merit of the case.

20.4 Withdrawal shall not be construed as an appearance for the eligibility of a candidate for First Class with Distinction. This provision is not applicable to those who seek withdrawal during IV semester.

20.5 Withdrawal from the End semester examination is **NOT** applicable to arrears subjects of previous semesters.

20.6 The candidate shall reappear for the withdrawn courses during the examination conducted in the subsequent semester.

21. PROVISION FOR AUTHORISED BREAK OF STUDY

21.1 **Break of Study shall be granted only once for valid reasons for a maximum of one year during the entire period of study of the degree programme.** However, in extraordinary situation the candidate may apply for additional break of study not exceeding another one year by paying prescribed fee for break of study. If a candidate intends to temporarily discontinue the programme in the middle of the semester for valid reasons, and to rejoin the programme in a subsequent year, permission may be granted based on the merits of the case provided he / she applies to the Registrar, but not later than the last date for registering for the end semester examination of the semester in question, through the Head of the Department stating the reasons therefore and the probable date of rejoining the programme.

21.2 The candidate thus permitted to rejoin the Programme after the break shall be governed by the Curriculum and Regulations in force at the time of rejoining. Such candidates may have to do additional courses as per the Regulations in force at that period of time.

21.3 The authorized break of study (for a maximum of one year) will not be counted for the duration specified for passing all the

courses for the purpose of classification. (vide Clause 17). However, additional break of study granted will be counted for the purpose of classification.

21.4 The total period for completion of the Programme reckoned from, the commencement of the first semester to which the candidate was admitted shall not exceed the maximum period specified in clause 2.1 irrespective of the period of break of study (vide clause 20.3) in order that he/she may be eligible for the award of the degree.

21.5 If any student is detained for want of requisite attendance, progress and good conduct, the period spent in that semester shall not be considered as permitted 'Break of Study' or 'Withdrawal' (Clause 19 and 20) is not applicable for this case.

21. RANKING

A candidate 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 shall be eligible for ranking and such ranking will be confined to 10% of the total number of candidates qualified in that particular Course of Study subject to a maximum of 10 ranks.

The improved marks will not be taken into consideration for ranking.

22. SUPPLEMENTARY EXAMINATION

Supplementary Examination will be conducted only for the final semester students within ten days from the date of publication of results for students who have failed in only one paper. Students shall apply with prescribed fee to the Controller of Examinations within the date announced.

23. ADDITIONAL DEGREE

Any candidate who wishes to obtain any additional UG Degree shall be permitted to do so and such candidate shall join in III year of the course and he / she will be permitted to take the Examinations only in Part III by granting exemption from taking part I, Part II

Examinations and the common allied subjects if any, already passed. Such candidates should obtain exemption from the University by paying the prescribed fee.

24. TRANSPARENCY AND GRIEVANCE COMMITTEE

Revaluation and Re-totalling is allowed on representation by paying prescribed fee.

The students may get the Xerox copy of the answer script on payment of prescribed fee, if they wish. The student may represent the Grievance, if any, to the Grievance Committee, which consists of Dean of the Faculty, (if Dean is HOD, the Dean of another Faculty nominated by the University), HOD of the Department concerned, the course teacher and Dean from other discipline nominated by the University and the COE. If the Committee feels that the grievance is genuine, the script may be sent for external valuation; the marks awarded by the examiner will be final. The student has to pay the prescribed fees.

25. DISCIPLINE

Every student is required to observe disciplined and decorous behavior both inside and outside the college and not to indulge in any activity which will tend to bring down the prestige of the University. The erring students will be referred to the disciplinary committee constituted by the University, to enquire into acts of indiscipline and recommend the University about the disciplinary action to be taken. If a student indulges in malpractice in any of the University / Internal Examination he / she shall be liable for punitive action as prescribed by the university from time to time.

22. REVISION OF REGULATION AND CURRICULUM

The University may from time to time revise, amend or change the Regulations, Scheme of Examinations and syllabi if found necessary.

Table – 1
UG PROGRAMMES

Degree	Programme
B.Sc.	Biochemistry
B.Sc.	Microbiology
B.Sc.	Biotechnology
B.Sc.	Physics
B.Sc.	Chemistry
B.Sc. (CA)	Mathematics with Computer Applications
B.Sc.	Electronics and Communication System
BCA	Computer Applications
B.Sc.	Information Technology
B.Sc.	Computer Science
B.Sc.	Catering Science and Hotel Management
B.Com.	Commerce
B.Com. (CA)	Commerce with Computer Applications
BBM	Business Management
BBM (CA)	Business Management with Computer Applications