ANNAMALAI UNIVERSITY

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

Regulations common to all the students admitted to the Post Graduation Programmes in the Affiliated Colleges in the academic year 2023-2024 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, M.A., M.Sc., M.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 is 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 Fail.

2. Programmes Offered and Admission Requirements

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

Sl. No.	PG Programmes	Eligibility
1.	M.A. Tamil	A pass in B.Litt., or B.A. Tamil or any other degree from a recognized University with Part-I as Tamil.
2.	M.A. English	A pass in B.A. English (or) any other degree from a recognized university with Part-II as English for four semesters.
3.	M.A. History	A Pass in Bachelor's Degree in History of this University or an examination of any other university accepted by the Syndicate as equivalent thereto.
4.	M.A. Economics	A Pass in Bachelor's Degree in Economics of this University or an examination of any other university accepted by the Syndicate as equivalent thereto.
5.	M.A. Political Science	A Pass in Bachelor's Degree in any subject including the Professional courses of this University or an examination of any other university accepted by the Syndicate as equivalent thereto.

6.	M.A. Public Administration	A Pass in Bachelor's Degree in any subject including the Professional courses of this University or an examination of any other university accepted by the Syndicate as equivalent thereto.
7.	M.Com.	A pass in B.Com. or B.B.A. or B.A. Corporate Secretaryship or B.B.M. or B.Com. Co-operation or B.A.(Co-operation) or B.A. (Bank Management) or any other examination accepted by the Syndicate as equivalent thereto.
8.	M.Com. Cooperative Management	A pass in B.Com./B.B.A./B.A.(Cooperation) Degree in any subject including the Professional Courses of this University or an examination of any other University accepted by the Syndicate as equivalent thereto.
9.	M.Com. Computer Applications	A pass in B.Com./B.B.A./B.A.(Cooperation) Degree in any subject including the Professional Courses of this University or an examination of any other University accepted by the Syndicate as equivalent thereto.
10.	M.S.W.	A pass in Bachelor's Degree in any subject including the Professional courses of this University or an examination of any other university accepted by the Syndicate as equivalent thereto.
11.	M.B.A.	A pass in Bachelor's Degree of minimum 3 years duration in any discipline and obtained atleast 50% (45% in the case of candidates belonging to reserved category) in the qualifying degree examination.
12.	M.Sc. Mathematics	A pass in B.Sc. Mathematics.
13.	M.Sc. Statistics	A pass in B.Sc. Statistics or a pass in the B.Sc. Mathematics / B.Sc. Computer Science Degree examination with atleast one course in Statistics.
14.	M.Sc. Physics	A pass in B.Sc. Physics with Mathematics as an allied subject.
15.	M.Sc. Chemistry	A pass in B.Sc. Chemistry, B.Sc. Applied Chemistry or B.Sc. Industrial Chemistry.
16.	M.Sc. Botany	A pass in B.Sc. (Botany) or B.Sc. (Plant Biology / Plant Biotechnology).
17.	M.Sc. Zoology	A pass in B.Sc. (Zoology) with Botany and Chemistry as allied subjects (or) B.Sc. (Hons.) with Zoology, Botany and Chemistry as subjects.
18.	M.Sc. Geology	A pass in B.Sc. Geology

19.	M.Sc. Biochemistry	A pass in B.Sc. Biochemistry/Biotechnology / Microbiology/ Chemistry / Botany / Zoology.
20.	M.Sc. Biotechnology	A pass in B.Sc. Biotechnology/Biochemistry / Microbiology/ Botany/Zoology.
21.	M.Sc. Microbiology	A pass in B.Sc. Microbiology / Biotechnology / Zoology and B.Sc. Botany / Chemistry / Biochemistry / Physics with any one allied subjects of Microbiology / Zoology / Botany.
22.	M.C.A.	A pass in a recognized Bachelor's degree of minimum 3 years duration in BCA, B.Sc. (Information Technology / Computer Science), Computer Science and Engineering or equivalent and obtained atleast 50% (45% in case of candidates belonging to reserved category) in the qualifying degree examination. Mode of Selection: As per the norms of TANCET.
23.	M.Sc. Computer Science	A pass in B.Sc. Computer Science / B.Sc. Information Technology/B.Sc. Software Development/B.Sc. Software Engg. / B.C.A. or an examination accepted by the Syndicate as equivalent thereto.
24.	M.Sc. Information Technology	A pass in B.Sc. Computer Science / B.Sc. Information Technology/B.Sc. Software Development/B.Sc. Software Engg. / B.C.A. or an examination accepted by the Syndicate as equivalent thereto.

Note: In the case of SC/ST students, a pass is the minimum qualification for all the above Programmes.

2.2 Age Limit

Students should have completed any degree as on 01.07.2023 and 28 years of Upper age limit as on 01.07.2023. Three years age 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. 147 dated 05.05.2023.

3. **Programme Duration**

The Two Year Master's Programmes consist of two academic years. Each academic year is divided into two semesters, typically the first from July to November and the second from December to April. Each semester will have 90 working days (18 weeks).

The maximum period of completion of PG programme is 4 years.

3.1 Programme Structure

The Two Year Master's Programme consists of Core Courses, Elective Courses (Discipline Centric/Generic), Project, Skill Enhancement Course, Internship/Industrial Visit and Extension Activity.

Core Courses

These are a set of compulsory courses essential for each programme. The core courses include both Theory (Core Theory) and Practical (Core Practical) courses and categorized as Part (A).

Core Project

Each student shall undertake a Project in the final semester. The Head of the Department shall assign a Research Supervisor to the student. The Research Supervisor shall assign a topic for research and monitor the progress of the student periodically. Students who wish to undertake project work in recognized institutions/industry shall obtain prior permission from the College. Core Project with viva-voce is categorized as Part (A).

Elective Courses

Elective courses are the Generic/Discipline Centric courses those can be chosen from a range of Electives offered by the Department and categorized as Part (A).

Skill Enhancement Courses (SEC)

Skill Enhancement Courses are designed to provide value-based or skill-based knowledge. The main purpose of this course is to provide students with skills in the hands-on-mode to increase their employability. This course is placed categorized as Part B(i).

Internship or Industrial Activity (Experiential Learning)

The students have the option to select any organization, whether government or private, such as industries, research and development organizations, scientific companies, etc., in consultation with the staff coordinator and the Head of the Department. They are required to undergo training for a period of two weeks during the vacation before the commencement of Semester III and obtain a certificate of attendance from the employer of the chosen organization. Additionally, students must maintain a work diary and prepare a report detailing the training they underwent, which must be submitted accordingly for evaluation. This course is categorized as Part B(ii).

Industry/Entrepreneurship

This course is to introduce students to the activity of setting up a business or businesses, taking on financial risks in the hope of profit and categorized as Part (A).

Extension Activity

The basic objective of extension activity is to create social awareness among the students by providing the opportunities to work with people and also to create an awareness and knowledge of social realities to have concern for the welfare of the community and engage in creative and constructive societal development. Participation in extension activities is mandatory for all students, who are required to enroll in any club or service organization within the college. Students should put a minimum attendance of 40 hours in a year duly certified by the Programme Coordinator. Extension activity shall be conducted outside the class hours. Extension activity is categorized as Part C.

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 91 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 odd semesters will be conducted in November/December and for the even semesters in April/May. 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 November/December; 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 November/December 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 re-join the programme in the next year.

iv. The results of all the examinations will be published through the college where the student underwent the programme as well as through University Website.

4.2.2 Medium of Instruction

The medium of instruction for the courses be either Tamil or English.

4.3 Evaluation

4.3.1 Marks Distribution

Each course, Theory, Practical and Project/Internship/Industrial Activity/Field work shall be evaluated for a maximum of 100 marks. For both the theory and practical courses, CIA Tests will carry 25% and the ESE 75% 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, II & 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	10
Test-II	10
Viva-voce and Record	05
Total	25

4.3.3 Assessment of Project

The Project Report/Dissertation shall be submitted as per the guidelines laid down by the University. The Project Work/Dissertation shall carry a maximum of 100 marks. CIA for Project will consist of a Review of literature survey, experimentation/field work, attendance etc. The Project Report evaluation and viva-voce will be conducted by a committee constituted by the Head of the Department. The Project Evaluation Committee will comprise the Head of the Department, Project Supervisor, and a senior faculty.

Project guides should not mentor more than five students in a group project. A student may work on projects in collaboration with an industry/ research partner with the approval of the Guide and the HOD. The student will have a guide from the department and an expert from the partner organisation. The student will have to meet the guide regularly to assess the progress. The students may also undertake the Project work in his own department with the permission of the Guide and HOD if an industry/external organization could not accommodate a student for project work. The project report / dissertation must contain minimum of about 25 pages, with certificate page with a provision for Faculty in charge/ internal, HOD signature and External examiner signature.

The marks shall be distributed as follows:

Continuous Internal Assessment (25 Marks)		End Semester Examination (75 Marks)	
Review-I: 10	Review-II: 15	Originality of approach	10
		Relevance of the Topic	10
		Involvement	10
		Dissertation	25
		Viva-voce	20

The marks shall be sent to the Controller of Examinations.

The evaluation of the project shall be done by external examiner in consultation with either guide or internal examiner according to the scheme given above. Each candidate shall be evaluated separately. There shall be a maximum of 25 candidates per session with two sessions per day.

4.3.3 Passing Minimum

A student is declared to have passed in each course if the student secures not less than 50% marks in the ESE and not less than 50% marks in aggregate taking CIA and ESE marks together.

A student who has not secured a minimum of 50% of marks in a course (CIA + ESE) shall reappear for the Theory course in the following semester/year

4.3.4 Conferment of the Post Graduate Degree

A Student who has secured a minimum of 50% marks in all courses prescribed in the programme and earned the minimum required credits shall be considered to have passed the postgraduate 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: Part A and B(i) component will be taken into account for CGPA calculation for the post graduate programme and the other components Part B(ii) and C have to be completed during the duration of the programme as per the norms, to be eligible for obtaining PG degree.

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	55-59
E	5	50-54
RA	0	Less than 50

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 B(ii) and Part C 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

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 PG 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.

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.

Students with on attendance less than 60% shall repeat the semester.

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) One-third of the time of paper may be given as extra time in the examination

b) Leniency in overlooking spelling mistakes, and

c) 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 Visually Challenged Students

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

7.3 Question Paper Pattern

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

PART – A   **10 x 1 = 10 Marks**

Answer ALL Questions

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

PART - B   **5 x 7 = 35 Marks**

Answer ALL Questions

11.   a)

            [OR]

      b)

12.   a)

            [OR]

      b)

13.   a)

          [OR]

    b)

14.   a)

          [OR]

    b)

15.   a)

          [OR]

    b)

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PART - C   **3 x 10 = 30 Marks**

Answer any THREE Questions

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16.

17.

18.

19.

20.

7.4 Grievance Redressal Committee

The College shall form a Grievance Redressal Committee for each programme in each departmentwith 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.

7.5 Revision of Regulation and Curriculum

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

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INTERNSHIP SUPERVISOR EVALUATION FORM

This evaluation is primarily designed to provide feedback on job performance and related issues to assist the student evaluation process. This form is to be completed and submitted at the end of the internship program or its equivalent.

SUPERVISOR INFORMATION			
NAME:		JOB TITLE:	
ORGANIZATION NAME:		PHONE NUMBER:	
ADDRESS:		EMAIL :	

INTERNSHIP INFORMATION			
STUDENT NAME:			
STUDENT REGISTER NO. (Write legibly in the boxes given below)			
PROGRAMME NAME:		COLLEGE NAME:	
COMMENCEMENT DATE (DD/MM/YYYY):		COMPLETION DATE (DD/MM/YYYY):	

ABOUT THE INTERN							
S. No.	Evaluate this student intern on the following items by checking the appropriate rating.	Excellent (5)	Very Good (4)	Satisfactory (3)	Needs Improvement (2)	Unsatisfactory (1)	Not Applicable (0)
1	Arrived to work on-time						
2	Behaved in a professional manner						
3	Effectively performed assignments						
4	Oral communication skills						
5	Written communication skills						
6	Computer Skills						
7	Ability to work with others						
8	Ability to adapt to a variety of tasks						
9	Decision-making, setting priorities						

10	Reliability and dependability					
11	Attention to accuracy and details					
12	Willingness to ask for help and guidance					
13	Quality of work					
14	Demonstrated critical thinking and problem solving skills					
15	Making and meeting deadlines					
16	Seemed interested and in and enthusiastic about the internship experience					
17	Describe the ways in which the intern's performance benefited your organization.					
18	What development have you observed in the student's skills, knowledge, personal and/or professional performance?					
19	What do you consider to be the intern's strengths?					
20	In what areas does the intern need to improve?					
21	Overall, how do you rate your experience with this internship?	Excellent (20)	Good (15)	Average (10)	Poor (5)	

Date: Signature of the Supervisor