



GOVERNMENT ARTS COLLEGE [Autonomous]

SALEM 636007

**(An Autonomous Institution recognized by UGC with 12B and 2F status and
affiliated to Periyar University)**

EXAMINATION MANUAL

CHOICE BASED CREDIT SYSTEM

Common to all Full-Time Programmes

(For The students admitted from the Academic year 2020 – 2021 onward)

INTRODUCTION

Government Arts College (Autonomous) Salem-7 started as a zillah school in 1856. It then upgraded to a district school in 1863. It became a second grade college in 1879, and to a first grade college in 1944 with affiliation to the then University of Madras. This centenary old institution from its inception has been catering to the needs of the socially and economically backward students of this region and other nearby districts. The college was under University of Madras till 1996-97 and changed affiliation to Periyar University from 1997-98. The College was accredited by NAAC with the Three Star status in February 1998 and was re accredited with B++ Grade in October 2003 and B Grade in 2018. The College was conferred Autonomy by the UGC in 2007.

COMMENCEMENT OF THIS REGULATION:

This regulation shall take effect from the academic year 2020-2021. The students admitted to the first year of the UG and PG programme from 2020-2021 and thereafter shall follow these regulations.

PRELIMINARY DEFINITIONS AND NOMENCLATURE

In this regulation, unless otherwise specified:

"Programme" means B.A/B.Sc/B.Com/BBA/BCA/B.Com(CA)/B.Com(Co-op)

and M.A/M.Sc/M.Com/MCA/M.Phil/PhD Degree Programme.

"Branch" means a discipline or specialization of B.A/B.Sc/B.Com/BBA/BCA

Degree Programme.

"Course" means a Theory or Practical subject that is normally studied in a

semester. **"Principal"** means the authority of the Institution who is

responsible for all academic activities for the implementation of relevant

rules and regulations.

"Controller of Examinations" means the authority of the Institution who is

responsible for all activities of the end semester examinations of all

Departments and hereafter will be called as COE.

"Head of Department" means the authority who is responsible for all the academic

and administrative activities of the concerned Department and hereafter will be

called as HOD. **"College"** means **Government Arts College (Autonomous),**

Salem – 636007. **"University"** means **PERIYAR UNIVERSITY, Salem 11.**

"Year" means the current Academic Year

ACADEMIC COUNCIL

The Academic Council (AC) is constituted based on the UGC norms and guidelines relevant to Autonomous Colleges and Institutions. The Principal is the Chairman of the AC. The members of the AC are the Heads of the different Departments, Librarian, Physical Director, and COE of the College. The AC oversees the academics and all academic related administrative work of the College. The periodic changes in syllabi, course content, improvements in academic standards, and others come within the purview and control of the AC. The AC assists the COE

in scrutinizing and approving the proposals of the different Boards of Studies (BOS) with or without modifications and changes. All external members of the AC are also appointed based on UGC norms and guidelines.

BOARD OF STUDIES

The BOS comes under the AC. The composition of BOS comprises the HOD, who will be the BOS Chairman (for both UG and PG boards), and all Teaching Staff who will be the members of the BOS. The external members are selected based on UGC guidelines and proposed by the BOS Chairman to the AC for inclusion. The term for all BOS will be as per UGC guidelines in force. The BOS of the Departments will prescribe the curriculum and courses (leading to degrees) relevant to the regional and national requirements. The BOS recommends a panel of examiners for question paper setting, scrutiny, and script evaluation to the COE. Further, the BOS will work towards periodic framing of the syllabi, introducing new course content, proposing novel and effective methods of instruction and evaluation, assessing learner's performance and feedback, improving research and the general overall improvement in the academic standards of the College. The proposals and changes suggested by the BOS are submitted to the AC for scrutiny and ratification.

ADMISSION PROCEDURE

The admission procedure for the different programmes offered by this College is based on the latest and relevant guidelines provided by the Higher Education Department and Proceedings of the Director of Collegiate Education, Chennai. The admission for undergraduate (UG) programmes was based on a single window counseling system and application based admission for post graduate (PG) programmes till 2018-2019 academic year. From 2019-2020 onward all admissions for UG and PG programmes became online and under the control and guidelines of the Directorate of Collegiate Education and Higher Education Department, Chennai

[G.O. (1D) No. 110, dated 18.7.2020]. The admission to M. Phil and PhD programmes offered by the PG departments of this College comes under the University guidelines and recommendations. Admission to MCA course will be done by TANCET marks and AICTE, guidelines and regulations.

There are 82 programmes offered by the institution as listed below

Number of programmes offered during the year 2020-2021			
S.No	Programme Code	Programmes Name	Graduation Level
1	UBN	B.B.A Shift I English Medium	Under Graduate
2	UBN	B.B.A Shift II English Medium	Under Graduate
3	UCE	B.Com Shift I English Medium	Under Graduate
4	UCE	B.Com Shift II English Medium	Under Graduate
5	UBC	B.Com (Computer Applications) Shift I English Medium	Under Graduate
6	UCN	B.Com (Co-operation) Shift I English Medium	Under Graduate
7	UCN	B.Com (Co-operation) Shift I Tamil Medium	Under Graduate
8	UCN	B.Com (Co-operation) Shift II English Medium	Under Graduate
9	UEC	B.A Economics Shift I English Medium	Under Graduate
10	UEC	B.A Economics Shift I Tamil Medium	Under Graduate
11	UEL	B.A English Shift I English Medium	Under Graduate
12	UEL	B.A English Shift II English Medium	Under Graduate
13	UHT	B.A History Shift I English Medium	Under Graduate
14	UHT	B.A History Shift I Tamil Medium	Under Graduate
15	UHT	B.A History Shift II English Medium	Under Graduate
16	UHT	B.A History Evening College	Under Graduate
17	UPS	B.A Political Science Shift I English Medium	Under Graduate
18	UPA	B.A Public Administration Shift I English Medium	Under Graduate
19	UTL	B.A Tamil Shift I Tamil Medium	Under Graduate

20	UTL	B.A Tamil Shift II Tamil Medium	Under Graduate
21	UBY	B.Sc Botany Shift I English Medium	Under Graduate
22	UBY	B.Sc Botany Shift I Tamil Medium	Under Graduate
23	UCH	B.Sc Chemistry Shift I English Medium	Under Graduate
24	UCH	B.Sc Chemistry Shift I Tamil Medium	Under Graduate
25	UCH	B.Sc Chemistry Shift II English Medium	Under Graduate
26	UCA	B.C.A Shift I English Medium	Under Graduate
27	UCA	B.C.A Shift II English Medium	Under Graduate
28	UCS	B.Sc Computer Science Shift I English Medium	Under Graduate
29	UCS	B.Sc Computer Science Shift II English Medium	Under Graduate
30	UGY	B.Sc Geography Shift I English Medium	Under Graduate
31	UGL	B.Sc Applied Geology Shift I English Medium	Under Graduate
32	UMT	B.Sc Mathematics Shift I English Medium	Under Graduate
33	UMT	B.Sc Mathematics Shift I Tamil Medium	Under Graduate
34	UMT	B.Sc Mathematics Shift II English Medium	Under Graduate
35	UPY	B.Sc Physics Shift I Tamil Medium	Under Graduate
36	UPY	B.Sc Physics Shift I English Medium	Under Graduate
37	UST	B.Sc Statistics Shift I English Medium	Under Graduate
38	UZL	B.Sc Zoology Shift I English Medium	Under Graduate
39	UZL	B.Sc Zoology Shift I Tamil Medium	Under Graduate
40	PCE	M.Com	Post Graduate
41	PCN	M.Com (Co-operation)	Post Graduate
42	PEC	M.A Economics	Post Graduate
43	PEL	M.A English	Post Graduate
44	PHT	M.A History	Post Graduate
45	PHR	M.A Human Rights	Post Graduate
46	PPS	M.A Political Science	Post Graduate
47	PTL	M.A Tamil	Post Graduate
48	PBY	M.Sc Botany	Post Graduate

49	PCH	M.Sc Chemistry	Post Graduate
50	PCA	M.C.A	Post Graduate
51	PCA	M.C.A (Lateral Entry)	Post Graduate
52	PCS	M.Sc Computer Science	Post Graduate
53	PGY	M.Sc Geography	Post Graduate
54	PGL	M.Sc Applied Geology	Post Graduate
55	PMT	M.Sc Mathematics	Post Graduate
56	PPY	M.Sc Physics	Post Graduate
57	PST	M.Sc Statistics	Post Graduate
58	PZL	M.Sc Zoology	Post Graduate
59	MCE	M.Phil Commerce	M.Phil
60	MEC	M.Phil Economics	M.Phil
61	MEL	M.Phil English	M.Phil
62	MHT	M.Phil History	M.Phil
63	MPS	M.Phil Political Science	M.Phil
64	MPT	M.Phil Tamil	M.Phil
65	MCH	M.Phil Chemistry	M.Phil
66	MCS	M.Phil Computer Science	M.Phil
67	MGL	M.Phil Geology	M.Phil
68	MMT	M.Phil Mathematics	M.Phil
69	MST	M.Phil Statistics	M.Phil
70	MPZ	M.Phil Zoology	M.Phil
71	AACOM	Ph.D Commerce	Ph.D
72	AAECO	Ph.D Economics	Ph.D
73	AAENG	Ph.D English	Ph.D
74	AAHIS	Ph.D History	Ph.D
75	AATAM	Ph.D Tamil	Ph.D
76	AACHE	Ph.D Chemistry	Ph.D
77	ASCSC	Ph.D Computer Science	Ph.D

78	ASGEL	Ph.D Geology	Ph.D
79	ASMAT	Ph.D Mathematics	Ph.D
80	ASPHY	Ph.D Physics	Ph.D
81	ASSTA	Ph.D Statistics	Ph.D
82	ASZOO	Ph.D Zoology	Ph.D

COURSE STRUCTURE

The course structure, number of courses per semester, distribution of credits, range of credits, and other relevant information are based on the guidelines and norms provided by UGC, TANSICHE, and Proceedings of the Director of Collegiate Education, Chennai. **QUESTION PAPER PATTERN**

The question paper pattern and distribution of marks for theory and practical papers follows the guidelines and recommendations of the University.

EXAMINATION

The theory examination shall be of three hours duration conducted at the end of each semester. The Practical Examinations for UG Courses shall be of three hours duration and will be conducted at the end of the even semester as II, IV, and VI Semesters along with the theory papers. The Practical Examinations for PG Courses shall be of four to six hours duration and will be conducted at the end of the even semester as II and IV Semesters along with the theory papers. **The maximum mark for each paper and practical is 100.** The student failing to get the minimum marks required for passing in any theory papers/subject(s) shall be permitted to appear for each failed subject(s) in the subsequent semester/examination. The student failing to get the minimum marks required for passing in any practical, may be permitted to appear in the subsequent / next **regular even semester** only. **There is no statutory provision to conduct instant or supplementary examination for the practical in**

any semester.

PASSING MINIMUM:

For Theory Examination:

The breakup of marks shall be: 75 by written examinations [Semester External or S.E.] and 25 by Internal Assessment [I.A.]. The passing minimum for all theory papers (semester external) shall be 30 out of 75. The break up for internal assessment marks for

theory papers will be as follows: Attendance: 5 + Assignment: 10 + Test: 10 = 25 Marks. There is no passing minimum for internal assessment. The passing minimum mark for all theory papers shall be 40 marks with both internal and external marks added together under the mandatory requirement that the student has secured not less than 30 out of 75 in the written examination. students who score less than 30 out of 75 in the theory papers and secure more than 40 with internal assessment (out of 100), have NOT secured the passing minimum and are required to reappear for those papers in the subsequent semesters. Revaluation of theory papers, re-totaling of marks, supplementary and instant examination, and transparency of theory papers is allowed as per TANSICHE CBCS guidelines, Government Arts College (Autonomous) and Periyar University norms. students need to apply to the COE, through the Principal with proper endorsement and recommendation by the concerned tutor and head of the department.

For Practical Examination:

The Practical Examinations for UG Courses will be conducted at the end of the even semester as II, IV, and VI Semesters. The breakup of marks shall be Practical Examination (external) - 60 marks and Internal Assessment – 40 marks. The break up for internal assessment for the practical papers is provided in the course and syllabi module of the respective departments. There is no passing

minimum for internal assessment for the practical. The passing minimum for all practical papers shall be 40 marks with both internal and external marks added together under the mandatory requirement that the student has secured not less than 24 out of 60 in the written examination. students who score less than 24 out of 60 in the theory papers and secure more than 40 with internal assessment (out of 100), have NOT secured the passing minimum and are required to reappear for those practical papers in the subsequent semesters.

As per Periyar University regulations and TANSICHE guidelines, all science departments conduct their practical examinations in the even semester. Students who fail to clear the practical exams in the even semester have to apply and re-appear for the practical examination at the next or subsequent EVEN semester only.

Computer Science and Computer Application departments conduct some of their practicals in the odd semester, arrear students of these departments have to apply and appear for the practical in the next ODD semester only.

Revaluation of practical papers, re-totaling of practical marks, supplementary or instant practical examination, and transparency of practical papers is NOT permitted as per TANSICHE, CBCS guidelines for all Science courses (UG & PG), Government Arts College (Autonomous) and Periyar University regulations.

ATTENDANCE REQUIREMENT & CONDONATION OF ATTENDANCE For Theory Examinations

The attendance shall be calculated on the basis of 90 days / 450 instructional hours per semester. students are mandatorily required to have 75% or above in attendance to apply and appear for theory examinations without condonation of attendance. Those students whose attendance ranges from 65 to 74% may appear

for the theory and practical examination after payment of the appropriate condonation fee (Rs 800) through proper channel. The students with attendance percentage ranging from 50 to 65 cannot appear for the current theory examinations. They are mandatorily required to pay the condonation fee for the current semester and may be permitted to appear for the lapsed theory papers in the next or subsequent semester only. **A student who is absent for the theory examinations after paying the condonation fees has to repay the condonation fees for appearing in the next or subsequent semester.** students whose attendance is below 50% are barred from the theory examinations as per Government Arts College Autonomous and Periyar University norms/guidelines in force.

For Practical examinations

The attendance shall be calculated on the basis of 180 days / 900 instructional hours per year combining the odd and even semesters. students are mandatorily required to have 75% or above in attendance to apply and appear for the practical examinations without condonation of attendance. Those students whose attendance ranges from 65 to 74% may appear for the practical examination after payment of the appropriate condonation fee (Rs 800) through proper channel. The students with attendance percentage ranging from 50 to 65 cannot appear for the current practical examinations. They are mandatorily required to pay the condonation fee for the current semester and may be permitted to appear for the lapsed practical papers in the next even or subsequent even semester only. **A student who is absent for the practical examinations after paying the condonation fees has to repay the condonation fees for appearing in the next even or subsequent semester.** students whose attendance is below 50% are barred from the practical examinations as per Government Arts College Autonomous and Periyar University norms/guidelines in force.

A student whose attendance for theory and practical classes calculated separately ranges between 65 and 74%, has to pay condonation fees separately for theory and practical examinations as Rs 800 + 800 = Rs 1600. Condonation fees are separate for theory and practical examinations and are NOT to be combined as a single fee of Rs 800. The student will be allowed to appear for both theory and practical examinations under the condition that the condonation fees have been paid for both theory and practical examinations. The condition for a student to 'redo' the course of a semester(s) due to ineligible attendance is based on relevant and current University norms and guidelines.