



**GOVERNMENT ARTS COLLEGE [Autonomous], SALEM 636007**  
**(An Autonomous Institution recognized by UGC with 12B and 2F status**  
**and affiliated to Periyar University)**  
**ACADEMIC REGULATIONS & EXAM MANUAL**  
**CHOICE BASED CREDIT SYSTEM**  
**Common to all Full -Time Programmes**  
**(For the students admitted from the Academic year 2023 – 2024 onward)**

## **1.INTRODUCTION**

Government Arts College (Autonomous) Salem-7 started as a Zillah school in 1856-57, which was later upgraded to a district school in 1863. It became a second grade college in 1879, and progressed later 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 centenary year of our College was celebrated in 1998.

Our College was recognized and awarded with 12B and 2F status by the UGC in 1987. The College was permanently affiliated to the University of Madras till 1996-97 and changed affiliation to Periyar University from 1997-98. From 1998-99, our College became a co-educational institute. In 2007, our College was conferred with Autonomous status by the UGC.

Our College was accredited by NAAC with the Three Star status in 2001 and was re accredited with B<sup>++</sup> Grade in October 2003 and B Grade in 2018.

### **1.1. COMMENCEMENT OF THIS REGULATION:**

This regulation shall take effect from the academic year 2023-2024. The students admitted to the first year of the UG and PG programme from 2023-2024 and thereafter shall follow these regulations.

### **1.2. PRELIMINARY DEFINITIONS AND NOMENCLATURE**

In this regulation,

**"Programme"** means B.A/B.Sc/B.Com/BBA/BCA/B.Com(CA)/B.Com(Co-op) and M.A/M.Sc/MBA/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 - 636011.**

"**Year**" means the current Academic Year.

## **2. 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 and Chief Controller of Examinations of the College. 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 changes. All external members of the AC are appointed based on UGC norms and guidelines.

## **3. 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 toward periodic framing of the syllabi, introducing innovative and relevant course content, proposing original 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.

The BOS (UG & PG) shall meet each semester as deemed necessary or within a time frame as specified by the CC and COE, to deliberate on issues pertaining to changes and alterations in syllabi, introduction of new courses, and others.

#### 4. BRANCHES OF STUDY, SANCTIONED STRENGTH, & DURATION OF PROGRAMMES

The College is co-educational, the different branches or programmes of study offered, is tabulated below.

S.No.	Name of Under Graduate Course SHIFT I Duration: Three year / Six Semesters	Sanctioned strength
1	B.A Tamil	60
2	B.A English	40
3	B.A History (E/M)	100
4	B.A History (T/M)	60
5	B.A Economics (E/M)	60
6	B.A Economics (T/M)	60
7	B.Com. (Commerce) (E/M)	60
8	B.Com. (Co-operation) (E/M)	40
9	B.Com. (Co-operation) (T/M)	60
10	B.Com. (Computer Application) (E/M)	24
11	B.B.A. Business Administration (E/M)	60
12	B.A Political Science (E/M)	24
13	B.A Public Administration (E/M)	24
14	B.Sc. Physics (E/M)	24
15	B.Sc. Physics (T/M)	24
16	B.Sc. Chemistry (E/M)	24
17	B.Sc. Chemistry (T/M)	24
18	B.Sc. Botany (E/M)	30
19	B.Sc. Botany (T/M)	24

20	B.Sc. Zoology (E/M)	24
21	B.Sc. Zoology (T/M)	24
22	B.Sc. Mathematics (E/M)	50
23	B.Sc. Mathematics (T/M)	50
24	B.Sc. Statistics (E/M)	30
25	B.Sc. Applied Geology (E/M)	30
26	B.Sc. Geography (E/M)	40
27	B.Sc. Computer Science (E/M)	30
28	B.C.A. Bachelor of Computer Application (E/M)	30
<b>SHIFT - II</b>		
1	B.A Tamil	40
2	B.A English	46
3	B.A History (E/M)	60
4	B.Com. (Commerce) (E/M)	60
5	B.Com. (Co-operation) (E/M)	40
6	B.B.A. Business Administration (E/M)	60
7	B.Sc. Chemistry (E/M)	24
8	B.Sc. Mathematics (E/M)	50
9	B.Sc. Computer Science (E/M)	30
10	B.C.A. Bachelor of Computer Application	30

<b>List of Post Graduate (PG) courses</b>		
<b>SHIFT I Duration: Two Year / Four Semesters</b>		
S.No.	Name of Course	Sanctioned strength
1	M.A. Tamil	36
2	M.A. English	36
3	M.A. History	36
4	M.A. Economics	30
5	M.A. Human Rights	20
6	M.Com. Commerce	36
7	M.Com. Cooperation	36

8	M.A. Political Science	16
9	M.Sc. Mathematics	30
10	M.Sc. Statistics	24
11	M.Sc. Chemistry	20
12	M.Sc. Botany	30
13	M.Sc. Computer Science	30
14	M.Sc. Physics	16
15	M.Sc. Zoology	16
16	M.Sc. Applied Geology	15
17	M.Sc. Geography	16
18	MBA Business Administration	40
19	MCA Computer Applications	40

## 5. CURRICULUM DEVELOPMENT CELL & COURSE STRUCTURE

The CDC comes under the AC. The composition of the CDC comprises members appointed by the Chief Controller and COE. The CDC members will assist the CC and COE with matters pertaining to overall curriculum development of the different programs.

As per UGC guidelines for autonomous Colleges, the normal cycle of a course syllabi is three year(s) or an accepted period as decided by the AC. After three years, the course syllabi needs to be revised, made relevant as per guidelines, and are to be brought up to date. The CDC will follow the relevant guidelines and norms for the course structures as proposed and recommended by the UGC, TANSCH, and Proceedings of the Director of Collegiate Education, Chennai.

Before the introduction of the latest course syllabi, the CDC will then process the revisions to be made or changes to be introduced in the different course structures for the proposed syllabi. The CDC will propose appropriate course structures as required by the different programs. The number of courses per semester, distribution of credits, range of credits, question paper pattern, and others will come under the purview of the CDC.

## 6. ADMISSION PROCEDURE

The admission for under graduate (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 onwards, 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 Periyar University guidelines and recommendations. Admission to MCA and MBA courses will be done by TANCET marks and AICTE, guidelines and regulations.

## **7. QUESTION PAPER PATTERN**

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

## **8. EXAMINATION & PASSING MINIMUM**

The maximum mark for each paper and practical is 100.

### **8.1. For Theory Examination:**

#### **8.1.1. For UG Programs**

The theory examination shall be of three hours duration conducted at the end of each semester. The breakup of marks shall be: 75 by written examinations [Semester External or S.E.] and 25 by Internal Assessment [I.A.]. The break up for internal assessment for the theory papers is provided in the course and syllabi module of the respective departments (*Section 11*). The passing minimum for all theory papers (semester external) shall be 30 out of 75. 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 below 30 out of 75, in the written examination. Students who score below 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 later semesters. 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 later semester/examination.

#### **8.1.2. For PG Programs**

The theory examination shall be of three hours duration conducted at the end of each semester. The breakup of marks shall be: 75 by written examinations [Semester External or S.E.] and 25 by Internal Assessment [I.A.]. The break up for internal assessment for the theory papers is provided in the course and syllabi module of the respective departments (*Section 11*). The passing minimum for all theory papers (semester external) shall be 38 out of

75. The passing minimum mark for all theory papers shall be 50 marks with both internal and external marks added together under the mandatory requirement that the student has secured not below 50 out of 75 in the written examination. Students who score below 50 out of 75 in the theory papers and secure more than 50 with internal assessment (out of 100), have NOT secured the passing minimum and are required to reappear for those papers in the later semesters. 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 later semester/examination.

## **8.2. For Practical Examination:**

### **8.2.1. For UG Programs**

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. 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 (Section 11). The break up for internal assessment for the practical papers is provided in the course and syllabi module of the respective departments. 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 below 24 out of 60 in the written examination. students who score below 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 later semesters. **Students who fail to pass the practical exams in the even semester have to apply and re-appear for the practical examination at the next or later EVEN semester only.** Computer Science and Computer Application departments conduct some of their practical in the odd semester, arrear students of these departments have to apply and appear for the practical in the next **ODD** semester only.

### **8.2.2. For PG Programs**

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. 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 (Section 11). The passing minimum for all

practical papers shall be 50 marks with both internal and external marks added together under the mandatory requirement that the student has secured not below 30 out of 60 in the written examination. students who score below 30 out of 60 in the practical papers and secure more than 50 with internal assessment (out of 100), have NOT secured the passing minimum and are required to reappear for those practical papers in the later semesters. **Students who fail to pass the practical exams in the even semester have to apply and re-appear for the practical examination at the next or later EVEN semester only.** Computer Science and Computer Application departments conduct some of their practical in the odd semester, arrear students of these departments have to apply and appear for the practical in the next **ODD** semester only.

### 8.3. REVALUATION & OTHERS

Revaluation of theory courses, re-totaling of marks, supplementary or instant examination, or transparency of Theory courses is permitted as per Government Arts College (Autonomous), Salem-7 Examination, TANSICHE, CBCS guidelines for all Science courses (UG & PG), Government Arts College (Autonomous) and Periyar University regulations. Candidates are required to apply to the Controller of the Examinations, through the Principal with proper endorsement and recommendation by the Head of the department concerned.

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. **The candidate has to apply and re-appear for the practical examination at the later even semester only.** Computer Science and Computer Application departments conduct some of their practical in the odd semester, arrear students of these departments have to apply and appear for the practical in the next **ODD** semester only. **No instant or supplementary examination will be conducted for the practical in any semester.**

### 9. ATTENDANCE REQUIREMENT & CONDONATION OF ATTENDANCE

Attendance for theory and practical classes are calculated separately. The attendance for theory classes shall be calculated on the basis of 90 days / 450 instructional hours per semester. For practical examinations the attendance for practical classes shall be calculated on the basis of 180 days / 900 instructional hours by combining the consecutive odd and even



semesters for that academic year or for the particular semester (odd or even) as 90 days / 450 instructional hours per semester (as in Section 8.2). The combined attendance percentage (theory and practical) and eligibility conditions for writing the semester examinations for all Programs are tabulated below:

Attendance %	Category	Eligibility conditions for writing semester examinations
75 and above	Eligible	Candidates are eligible to appear for the theory and practical semester examinations.
From 65 to 74	Condonation	The candidate shall be permitted to appear for both theory and practical examinations under the condition that the condonation fees have been paid. A candidate who is absent for the theory and /or practical examinations after paying the condonation fees has to apply through proper channel to the Principal and COE for permission to reappear for their lapsed theory and (or) practical papers in the forthcoming semesters. <b>This regulation is bound by the conditions in the Transitory Provision guidelines.</b>
From 64 to 50	Below condonation	Candidates are NOT permitted to appear for the main semester examinations. He/she has to mandatorily pay the condonation and examination fees in the current semester. He/she may appear for the lapsed papers in the next or later semester after getting the permission from the Principal & COE through proper channel. He/she may appear only for arrear examinations of previous semesters in the current semester provided they have recorded attendance above or within the condonation limits. <b>This regulation is bound by the conditions in the Transitory Provision guidelines.</b>

At 50 or below 50	Re – do or repeat	Candidates are NOT permitted to appear for the examination. Redo or repeat candidates have to apply through proper channel to the Principal and COE for permission to redo or repeat their lapsed semester. <b>Any candidate who registers attendance below 50% consecutively for three semesters shall be removed from their course and will be issued their transfer certificate. This re-do or repeat clause is bound by the conditions in the Transitory Provision guidelines.</b>
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**Medical related.**

Students who are required to visit hospitals for periodic treatment related to specific medical conditions or are hospitalized for more than 7 consecutive days can apply for medical leave for eligible attendance concession.

**All requests and application for medical leave should be mandatorily submitted in advance before availing the actual medical leave by the student.** Along with the application for medical leave, a valid medical certificate issued by a Registered Medical Doctor of a Government Hospital or Government Primary Health Center, has to be submitted **through proper channel** to the Chief Controller (CC) or Principal, before availing the medical leave.

Students are informed that, they themselves are solely responsible for their actions pertaining to providing prior information for requesting medical leave through proper channel. **Any medical leave availed by the student without properly informing the College authorities (concerned Class Tutor, Head of Department and Principal) or attending the College after the unauthorized medical leave, that is, without submitting the mandatory application and documentation in advance, are invalid and are not eligible for attendance concession.**

Forged, outdated or undated, improper or irrelevant documents submitted for availing the medical leave shall be rejected and viewed as a serious infraction on the part of the student.

Necessary extensions to the medical leave shall also be properly **informed in advance to the CC or Principal** by application and relevant medical records.

The student has the option to appear for the end semester examinations during the tenure of the medical leave with written approval, permission, an uptodate and valid fitness certificate, and only after paying the necessary fees for the examination.

**The decision of the Chief Controller on granting or refusing any type of medical leave for the purpose of attendance concession shall be binding and final.**

**This clause is bound by the conditions in the Transitory Provision guidelines of our College.**

### **Maternity leave for legally married girl students.**

**Legally married girl students may apply for maternity leave by mandatory request and information in advance with a valid medical certificate issued by a Registered Medical Doctor from a Government Hospital or Government Primary Health Center. The maternity leave shall be availed for one child conceived during the course of study only.**

All requests and application for maternity leave should be mandatorily submitted in advance before going on the actual maternity leave by the married girl student. The request shall be routed through proper channel to the Chief Controller (CC) or Principal.

The married girl student is informed that, they themselves are solely responsible for their actions pertaining to providing prior information for requesting maternity leave through proper channel.

**Any medical leave availed by the married girl student without properly informing the College authorities (concerned Class Tutor, Head of Department and Principal) or attending the College after the unauthorized medical leave, that is, without submitting the mandatory application and documentation in advance, are invalid and are not eligible for attendance concession.**

Forged, outdated or undated, improper or irrelevant documents submitted for availing the maternity leave shall be rejected and viewed as a serious infraction on the part of the student.

They cannot claim any form of attendance concession if they fail to provide the mandatory prior information in advance pertaining to maternity leave.

Necessary extensions to the maternity leave shall be properly informed, in advance, to the CC or Principal by application and relevant medical records.

The married girl student has the option to appear for the end semester examinations during the tenure of the maternity leave with written approval, permission, an upto date and valid fitness certificate, and only after paying the necessary fees for the examination.

**The decision of the Chief Controller on granting or refusing maternity leave for the purpose of attendance concession shall be binding and final.**

**This clause is bound by the conditions in the Periyar University guidelines & Transitory Provisions of this College.**

## 10. APPOINTMENT OF SCRIBES & ASSISTANTS FOR SPECIAL NEEDS & DIFFERENTLY ABLED STUDENTS

Our College promotes the inclusivity and integration of students with special needs and those who are differently abled. These students may be permitted to use scribes or assistants for writing their semester examinations. They have to apply to the Principal through the COE via a requisition letter from themselves or from their parent or legal guardian, with relevant medical documents from Tamil Nadu Regional Medical Board, and necessary enclosures endorsed by the concerned Head of Department.

The Principal reserves the right to approve or reject the appointment of scribes/assistants based on the merits of the application and factual status of the submitted data. Competent scribe / assistant will be appointed by the COE. For these students, suitable classrooms in the ground floor will be arranged by the COE with additional time for writing their exams. Their answer scripts shall be marked as 'scribe assisted' (in red ink on the main page) before assigning them to their respective script bundles. For students with medically valid and evident learning or cognitive disabilities may apply to Periyar University through the Principal, for concession/exemption from appearing for specific course papers. The Principal will forward their requisitions to the appropriate authority in Periyar University to seek approval for the concession/exemption. The decision received from Periyar University will be binding and final.

## 11. CONTINUOUS INTERNAL ASSESSMENT (CIA)

### 11.1. Attendance

Attendance marks for Theory & Practical courses are as follows:

Attendance percentage	Marks
90 to 100	5
80 to 89	4
70 to 79	3
65 to 69	2
64 and below 64**	1
** Below condonation limit subject to conditions mentioned in Section 9.	

## 11.2. Assignment

Three assignments (with maximum 5 marks for each) have to be submitted for each theory course. The results of any two assignments (those with higher marks) shall be normalized to 10 marks for the assignment part in CIA.

## 11.3. Test

Maximum marks for theory courses in test part is 10. The average marks of CIA Test 1, CIA Test 2, and Model Test mark will be normalized to 10 for each theory course.

## 11.4. Main Practical

The attendance marks for the Main Practical Exam shall be a maximum of 5. The attendance shall be calculated by combining odd and even semester attendance for the even semester practical. For those Departments who conduct practical examinations in both odd and even semesters, the attendance for that particular semester shall be calculated.

A maximum of 10 marks will be awarded for the assignments pertaining to the practical. For departments who do not conduct field programs, a maximum of 25 marks will be awarded for Practical Tests & Model Practical Examination.

For Departments with **Mandatory Field Training Programs**, the 25 marks will be distributed based on the compulsory submission of Field Report, display of collected specimens at the main practical examination and with Practical Tests & Model Practical Examination. **Further details are outlined in the relevant course syllabus and regulations of the concerned departments.**

Submission of practical record notebooks with proper *bona fide* certificate duly signed by the Staff in Charge before the Main practical examination is mandatory for the award for record notebook marks.

Incomplete or forged record notebooks submitted for the main practical examination will be awarded zero (0) marks. Candidates who do not submit their record notebooks for the Main Practical Examination will be awarded zero (0) marks.

## 11.5. Break-up of Internal Assessment

The internal marks are assessed and awarded based on the student's general attendance, regularity in submission of assignments and attendance in offline or online tests conducted (throughout the semester) as per the academic calendar. The tabulated break up is as follows:

### 11.5.1. For UG Programs

Theory	Continuous Internal Assessment (CIA)				Semester Theory Examination
	Attendance	Assignments	Tests	Total	
	5	10	10	25*	75**
Practical	5	10	25##	40*	60***
* No passing minimum; ** Passing minimum-30 in SE; *** Passing minimum-24 in SE; ## For Programs & Courses with Part III – Core Practical only.					

### 11.5.2. For PG Programs

Theory	Continuous Internal Assessment (CIA)				Semester Theory Examination
	Attendance	Assignments	Tests	Total	
	5	10	10	25*	75**
Practical	5	10	25##	40*	60***
* No passing minimum; ** Passing minimum-38 in SE; *** Passing minimum - 30 in SE; ## For Programs & Courses with Part III – Core Practical only.					

The test may be conducted as an open book test or unit test for a prescribed set of marks (20/30/50) or particular question types (sections A, B or C with mandatory MCQs).

## 12. CLASSIFICATION OF SUCCESSFUL CANDIDATE

The performance of a student is represented by their earned Grade Points (GP), calculated Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA). A student is deemed to have completed a course successfully only after he/she has earned the requisite credits in the admitted program. The student is considered to have completed the

program successfully only after he/she earns a **grade of C and above**. RA denotes the student should Re-Appear for the examination.

**GP** = (Marks obtained in a course x Credit) / 10

**GPA** = Total Grade points earned in a semester/Total Credits registered in a semester

**CGPA**= Sum of Grade Points earned / Sum of Credits registered

### Classification of Cumulative Grade Point Average (CGPA)

Grade	Cumulative Grade Points Average (CGPA)	Grade Description	Class Obtained	Range of Marks
O	9.0-10	Outstanding	I CLASS WITH DISTINCTION	90-100
E	8.0-8.9	Excellent		80-89
D	7.5-7.9	Distinction		75-79
A+	7.0-7.4	Very Good	I CLASS	70-74
A	6.0-6.9	Good		60-69
B <sup>^</sup>	5.0-5.9	Satisfactory	II CLASS	50-59
C <sup>**</sup>	4.0 to 4.9	Average	III CLASS	40 to 49*
RA for PG Programs	4.9 and below 4.9	Re-appear		Below 50 <sup>^</sup>
RA for UG Programs	4.0 and below 4.0	Re-appear		Below 40*
<sup>^</sup> For PG Courses, 50 marks is the minimum for a pass. * For UG Courses, 40 marks is the minimum for a pass.** Not applicable to PG Courses.				

The above classification is based on the marks secured by a student in Part – III Major and Allied and Part – IV including Non-major electives (NME) and Skill based elective courses (SBE).

### 13. FACULTY ADVISOR:

For all UG and PG Classes there will be a Faculty Advisor or Tutor. Students shall consult them for clarifications and guidance. The Head of the Department will appoint a teacher to a particular class (UG & PG) who shall function as Tutor / Faculty Advisor throughout their period of study and duration of the course. The Tutor / Faculty Advisor will be the 'Campus Parent' and shall advise the students in all academic related activities of the Department and College. He/she may also counsel the students as and when necessary. The Tutor will monitor their attendance and progress and if necessary, discuss with or inform the parents about the progress / performance of the students concerned.

### 14. SWAYAM & NAAN MUTHALVAN COURSES

Enrollment in a minimum of one PG Non-Engineering MOOC Courses relevant to their subject offered through SWAYAM platform is **mandatory**. The student can enroll after getting permission from the Head of the Department. The students must obtain 40% marks in internal assessment. **The successful completion of SWAYAM courses will be recorded in the course completion certificate of the student.** The Naan Muthalvan courses as per DCE and Higher Education guidelines have been incorporated into the revised course structure for all programs.

### 15. TRAINING

The students may undergo Industrial training/ Practical Field Training/ Internship/ Summer Projects/Seminars/Professional Practices for a period as mandatorily specified in their respective syllabi/curriculum during summer / winter vacation, **with out disturbing the regular working days of the semester concerned.** The duration of the training/internship should be a minimum of seven working days and a maximum of twenty one working days. Students are instructed to apply for training/internship through proper channel with written approval of the Head of the concerned Department. Field training are mandatory for science courses such as Geology, Zoology, Botany, and others.

### 16. ACADEMIC COUNCIL RATIFICATION AND APPROVAL.

These guidelines and regulations will be effective from the academic year 2023 – 2024. Any changes to these guidelines and regulation will be subject to the ratification and written approval of the Academic Council. Any later changes may be done by the Board of Studies (BOS) after written permission / communication from the Academic Council. The changes are to be put up with justification for ratification and written approval of the Academic



Council.

#### **17. TRANSITORY PROVISION:**

Students admitted to the UG Course of study are permitted to appear for the examination under this regulation for a period of 6 years from their year of admission to the course (up to 2027-2028).

Arrear students will be permitted to appear for the examination under this regulation up to three consecutive years or six consecutive semesters from their final or third year of their programme. Students admitted to the PG Course of study are permitted to appear for the examination under this regulation for a period of 4 years from their year of admission to the programme (up to 2025-2026).

Arrear students will be permitted to appear for the examination under this regulation up to two consecutive years or four consecutive semesters from their final or second (regular PG) or third (MCA) year of their course.

The maximum duration for the completion of UG programme shall not exceed twelve semesters and for PG courses eight semesters.

The scheme for completion shall be consecutive twelve semesters and eight semesters for UG and PG courses respectively. Thereafter they shall be permitted to appear for examination only under the regulations and syllabus then in force.

The student has to mandatorily inform the Controller of Examinations and Principal in advance, and get the written permission from them to appear for their arrear papers after the transitory provision has lapsed in their case.

SALEM 7

## CONTROLLER OF EXAMINATIONS

### Examination Cell

The Examination Cell comprises the Principal, COE, and Faculty based on overall seniority. The examination fees for all semesters is based on the recommendations of the University. The rates of remuneration, honorarium, TA, DA, exam related incidental expenses, and others will be based on the University guidelines in force or as received from time to time. The examination cell appointed by the CC and under the COE, will prepare a time-table for events to be conducted like internal and external theory and lab examinations, evaluation and others, based on the approved academic calendar. The ratified academic calendar will be published in the college guide book issued to students and teachers. Amendments to the ratified academic calendar will be issued as circulars from time to time as deemed necessary.

### Automation of COE

The Examination process is automated. Exam related fees are paid online. A dedicated exam software for entry of student data, generation of hall tickets, preparation of seating arrangements, exams sessions with paper codes and time table, and others are done within the confines of the COE. The entry of attendance and internal marks is also done my online mode.

### Controller of Examinations

The Principal is the Chairman and Chief Superintendent of Examinations. The COE comes under the Principal and is responsible for conducting end semester theory and practical examinations for all regular full time programmes offered by the College. The Principal will officiate and monitor the different functions of the COE office, if the COE is not available.

### Role of the Controller of Examinations

The COE is a member of the Academic Council of the College who prepares the academic calendar in consultation with the Chairman of Examinations and different Heads of Departments. The Autonomous Examination Section of the College comes under the control of the COE. He / she supervises the day to day activities of the COE office.

1. The academic calendar is prepared by the COE, before the commencement of the academic year and is communicated to all Departments.
2. The COE will communicate to all Departments, information relevant to the different academic programmes and various examinations scheduled to be conducted in the current

semester.

3. The newly enrolled students are allotted roll or register numbers by the COE.
4. All relevant student details with reference to the semester examinations and duration of the course are collected, tabulated, checked for discrepancies, corrected and recorded by the COE.
5. The confidential printing and issue of hall tickets to the eligible students is monitored by the COE.
6. The COE ensures confidentiality pertaining to collection, printing, and distribution of question papers at the time of semester examinations.
7. The COE will appoint Staff to act as squad members, exam hall invigilators, and necessary support Staff for the semester examination.
8. The COE supervises the coding, valuation, tabulation, and publication of the results after the end of semester examinations.
9. The COE also convenes and appoints the members of the passing board based on relevant UGC and University guidelines in force.
10. The COE is the convener of the Examination Malpractice Committee.
11. The issue of mark sheets, pass certificate, course completion certificate will be done by the COE based on eligible applications received from the students routed through proper channel.
12. All accounts relevant examination section including the day to day activities of the examination section office will be maintained with confidentiality by the COE.
13. Additional Staff member(s) may be appointed by the Academic Council as Deputy/Assistant Controller of Examinations to assist the COE. They will be assigned specific time bound work by the COE.

#### **Role of the Deputy Controller of Examinations**

Regular Teaching Staff may be appointed as Deputy Controller of Examinations by the CC with the approval and ratification of the Academic Council, (based on the UGC regulations in force), to assist the COE. They shall be assigned different and specific time bound work, by the CC and COE.

The Deputy Controller of Examinations shall assist the COE as follows:

1. In the preparatory work related to the Finance Committee, Curriculum Development Cell, Board of Studies, Academic Council, Passing Board, and others.

2. In the preparation of the academic calendar relevant to the COE.
3. In the monitoring work related to student details with reference to the semester examinations and duration of the course.
4. In the confidential printing and issue of hall tickets to the eligible students, monitor details of condoned students, redo students, and special needs students.
5. In the collection, printing, and distribution of question papers at the time of semester examinations.
6. In the coding, valuation, tabulation, and publication of the results after the end of semester examinations.
7. In work related to the Examination Malpractice Committee.
8. In the accounts section during semester examinations.
9. In work related to Periyar University, they shall also be authorized by the CC and COE to coordinate work on matters relevant to our College.
10. In the scheduling and monitoring of the continuous assessment tests, end semester model examinations, and semester practicals of the different Departments.
11. In the allotment of exam squad members, hall supervisors, PTA Staff, and other necessary support staff, during the semester examinations.
12. In the publication and issue of mark sheets, pass certificate, course completion certificate will be done by the COE based on eligible applications received from the students routed through proper channel.
13. In any other work as specified by the CC and COE. EGE(A),

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### **Examination Process**

Internal and External Assessment is done as per the norms prescribed in the Academic Regulations of the concerned programmes offered by the College. All examination related work are prepared before the start of the Academic Year and incorporated into the College calendar cum guide book. The COE and Principal discuss the exam related work with the Academic Council of the College for ratification before the issue of the College guide book.

### **Pre-Examination Processes**

#### **Continuous Assessment (CA I & II)**

The schedule for the CA I & CA II exams will be communicated to all HODs concerned, faculty and students through internal circulars, website, and others. The schedule and timetable will be displayed in the departmental notice boards and uploaded in the

appropriate online app for information. Two mid- examinations, for each theory course will be conducted as per academic regulations. The scripts will be evaluated by the respective subject teachers and then distributed to the students for assessment and useful feedback. The marks are recorded in their respective subject registers. Answer scripts may retained in the Department until the end of the academic year or as per the request of the COE. The CA I & CA II marks are used for allotment of internal marks along with other parameters such as attendance, assignments, tests, and others. The distribution of marks should as per the respective academic regulations of the programme as mentioned earlier.

## **End Semester Examinations – Theory & Practical**

### **Conduct of Examinations**

The COE will appoint exam invigilators from the faculty, exam squad, office staff, and others for the smooth conduct of the examinations.

Before the start of the semester, the BOS will provide a panel of eligible examiners or subject experts from different Colleges/Universities/Institutes (based on the length of their teaching experience) to be chosen and appointed as question paper setters, question paper scrutinizers, and answer script evaluators by the COE. **Regulations for the conduct of online examinations are provided in Annexure I.**

### **Question Paper Setting**

**All question setting for the theory examinations is done by external examiners/subject experts.** The setting and receipt of the question papers is overseen by the COE to maintain strict security and confidentiality, and to procure question papers in time.

A specific set of instructions and relevant guidelines are sent to the question paper setter (**Annexure II**). The conditions for preparing the question papers will be based on the syllabi-papers supplied to the question setters with relevant information regarding types of questions to be set, number of sets to be prepared, scheme for valuation, language to be used, bilingual questions, mark distribution, and others.

The end semester examinations is scheduled based on the approved academic calendar. The courses for which the semester examinations are to be conducted (based on the course structure and syllabi of all departments), is prepared by the COE office for that particular semester including arrear papers. **The COE has the right to appoint or remove question paper setters from the panel of examiners.**

### **Scrutiny of received question papers**

The scrutiny of received question papers is done by external examiners/subject experts other than those who prepared the question papers. The scrutinizer is instructed to carefully check the received question papers for relevance to the syllabi, types of questions to be set, number of sets to be prepared, scheme for valuation, mark distribution, and others (**Annexure II A**). Necessary corrections and recommendations as recorded by the scrutinizer will be sent to the COE for approval for changes in the set question papers. If the set question paper(s) are unsuitable or violate the question setting norms and guidelines, the scrutinizer may recommend canceling of the said question paper and recommend setting a fresh question paper for that particular code or subject. The COE will verify and decide on the corrections and recommendations of the scrutinizer as and when necessary. **The COE has the right to appoint or remove question paper scrutinizers from the panel of examiners.**

### **Approval for printing question papers**

From the received sets of verified and properly scrutinized question papers, the COE will choose the relevant question papers for printing before the scheduled start of the semester examination.

### **Commencement of Examinations**

The exams will commence on the scheduled date as per the academic calendar and sessions will be distributed within a limited set of days as necessary.

### **Appointment of Chief Superintendent**

The Chief Superintendent is the COE. The Staff of the COE office will assist the Chief Superintendent for all exam related work such as allotment of rooms, distribution of question papers and answer scripts, allotment of approved Exam Hall / Room Invigilators, post exam processes, and other day to day affairs related to the smooth conduct of the examinations.

### **Appointment of Exam Squad Members**

Exam Squad members will be appointed by the COE based on overall seniority. The Squad members will assist the Principal, COE, Chief Superintendent, and Room Invigilators to prevent and stop all forms of cheating / unfair means / malpractice done by students within the College premises before the commencement of the exam and during live exam sessions in the class rooms. **Regulations for exam squad members is given in Annexure III.**

## **Appointment of Hall Supervisors and Invigilators**

For the smooth conduct of the semester examinations, invigilators or hall supervisors will be appointed by the COE through the Heads of Departments. Regular teaching staff may be recruited from other Government or Government aided Colleges for invigilation duty. First preference shall be given to the regular teaching staff and, then the guest lecturers.

**Regulations for exam hall supervisors and invigilators is given in Annexure IV.**

### **Exam Attendance & Absentee lists**

Absentee lists are extracted from the attendance sheets, are collected about 30 minutes after the commencement of the examination. At the end of each exam session, the returned written scripts are checked, arranged and bagged for storage in the COE Office.

### **For Practical Examinations & Project Viva**

The question papers for all practicals for that particular semester will be prepared by the HOD and PG BOS Chairman of that Department and sent to the COE in a sealed cover before the start of practical exams. For the practical and project viva, the Internal Examiners will be the Departmental Teaching Staff and the External Examiners will be those appointed by the COE from the panel of examiners submitted by the HOD or PG BOS Chairman.

### **Malpractice & Indiscipline of students during the examinations**

Any student who indulges in **malpractice** or any form of **indiscipline** against established norms within the examination hall or room will lead to their automatic ousting at any time by the Hall Invigilator/Exam Squad Member/Chief Superintendent. Malpractice is defined as any unfair mean or method followed or done by a student to get unlawful marks. Indiscipline may be preventing the Hall Invigilator to do his/her routine exam related work in the examination hall, disturbing others students by talking or consulting with them during the examination, or any form of disturbance which is against the normal and smooth conduct of the examination. **Exam hall regulations for students is given in Annexure V.**

Any form of malpractice/indiscipline detected before or during the examination will be brought to the attention of the Chief Superintendent and COE for necessary action. The type of malpractice committed by the student will be reported by the Invigilator(s) in writing (with valid confirmation or evidence of malpractice) to the Chief Superintendent and the appropriate punishment will be decided by the COE in consultation with the Principal (Malpractice Prevention Committee).

Appropriate punishment will be initiated against the student who has committed the

indiscipline or malpractice after proper inquiry by the Malpractice Prevention Committee (constituted by the Chief Superintendent of Examinations and COE). The Chief Superintendent shall have the authority to expel any student for one or all papers due to the latter's indiscipline in the exam hall. The Chief Superintendent also has the right to debar a student at any time if his/her presence in the examination hall is NOT conducive to the fair and smooth conduct of the examinations. **The type of malpractice and improper conduct and their respective quantum of punishment is appended in Annexure VI.**

#### **Post Examination**

After all the examinations have concluded, the Chief Superintendent will officially handover all examination related materials, room keys, and others to the COE and report to the Principal on the successful completion of the semester examinations. The time frame to evaluate the answer scripts, prepare the results, convene the passing board with recommendations, publish the result galley, revaluation/re-totalling of scripts, conduct of instant/supplementary theory exams, is based on the UGC Autonomous College guidelines and is scheduled based on the approved academic calendar.

#### **Evaluation**

The HOD is appointed as the Chairman or Chairperson for evaluation of PG answer scripts and the next senior most teaching Staff member in the Department is appointed as the Chairman/Chairperson for evaluation of UG answer scripts.

For foundation language courses, the third senior most teaching staff of the respective language department, shall be appointed as the Chairman or Chairperson for the evaluation of the foundation language answer scripts.

**Evaluation of the answer scripts are done by external evaluators/subject experts. Valuation of answer scripts will be a single valuation for both UG and PG programmes.** The conditions for evaluating the answer scripts will be based on the valuation scheme supplied to or prepared by the evaluator at the time of valuation. The marks awarded are carefully entered into OMR sheets and handed over to the COE Office.

The Chairman or Chairperson shall convene the valuation board after evaluation of the answer scripts for recommendation of moderation marks, if deemed necessary. The request for moderation shall be forwarded to the Passing Board for discussion, permission and implementation of the recommendations. The decision of the Passing Board on moderation shall be final. The valued scripts are stored in the COE stock room within the College



premises.

### **Revaluation, Retotalling & Transparency of Answer Scripts**

Revaluation, retotalling, or transparency of **theory exam answer scripts** is permissible under UGC guidelines and all applications seeking revaluation/retotalling/transparency will be routed to the COE through proper channel.

Revaluation of answer scripts will be done by another examiner (other than the first examiner). If the difference in awarded marks of both first and second valuation is below 10, the valued script with the higher mark will be taken into consideration. If the difference in awarded marks of both first and second valuation is more than 10, the script will be valued by a third examiner and the marks awarded from this valuation will be final.

Re-totalling of marks will be done in the COE office and the results will be published in the notice board with a galley copy sent to the concerned HOD.

A student may get a scanned/xerox copy of his/her answer script by a valid application for transparency request to the COE.

The payment for revaluation, re-totalling, and transparency will be those framed by the University. The student has to enclose the evidence of payment with his/her application when submitting it through proper channel.

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

### **Exam Malpractice Committee**

Before the release of the semester examination results (through the Passing Board meeting), the COE will convene the Exam Malpractice Committee and appoint members based on the overall staff seniority in the College to:

1. Conduct an inquiry into the confirmed or alleged malpractice and improper conduct of student(s) during the semester examination.
2. Verify the submitted material evidence of malpractice and improper conduct.
3. Recommend appropriate punishment based on the nature of misconduct as per Annexure V of the Exam Manual.
4. Follow up on the recommendations during the Passing Board.

### **Passing Board for both UG and PG**

After the successful completion of the evaluation phase of the examination, the valid OMR sheets are scanned and recorded. A result galley along with relevant statistics is sorted and created from the scanned OMRs in the COE Office. The passing board is convened to discuss the results and propose moderation of marks if, deemed necessary for one or more papers. The result galleys are handed over to the concerned UG and PG Chairmen for publication in their Departmental notice board with conditions stated for revaluation, retotalling, misprinted data, and others. The results are also published in the College web-page for online access and download.

### **Mark sheet Printing**

The mark sheets are printed after retotalling and revaluation of challenged scripts, and completion of the supplementary exams. The mark sheets are checked for discrepancies and necessary corrections. They are then sent to the Departments for distribution to students. Departments maintain a register listing the issue of mark sheets with signed acknowledgment by the student.

### **Convocation**

The final year UG and PG students need to apply to University via the COE office to register, and receive their degree from the University. The Convocation may be conducted within the College premises along with Annual and Sports Day, based on the academic calendar.

### **Retention and Preservation of Answer Scripts**

The answer scripts are preserved by the COE after evaluation for transparency and future legal purposes. The conditions to apply for and receive answer scripts (xerox copy only) is based on the transparency related norms of TANSICHE, UGC, and University in force. The decision to stop the retention/preservation of answer scripts or physically write off a part of the accumulated answer scripts due to age and fragility of the written paper will be based on existing norms related to Government records and documents.

Students who fail to send their answer scripts will not have their scripts valued.

### **Provision for Changes to this Academic Regulations & Exam Manual**

The Academic Council of the College reserves the right to add, remove, retain or change, this academic regulations and exam manual as per the UGC and TANSICHE guidelines which are introduced from time to time. **This legal document is the property of Government Arts College(A), Salem 636007.**

## Annexure I - Online examinations

The semester examinations may be conducted online when conditions and external circumstances (natural disasters, pandemics, and others) prevent the conduct of the regular semester examinations. The decision to conduct the examinations online will be taken by the COE in consultation with the AC. All relevant standard operating procedures (SOP) issued by the State Government via the DCE will be in force for the duration of the online examinations and may be extended up to the declaration and publication of the results.

The guidelines for the conduct of online examinations are:

### **1. Creation of a separate link app and email for all eligible students.**

A link app is created for each class and the email will be separate for UG and PG classes as appropriate. The link app is used for sending the question papers and all exam related instructions to students before and during all online exam days. The link app will be administered by the concerned Heads of Department and the Staff responsible for the conduct of the online examinations. A stand alone email is created for the upload of completed answer scripts which will be monitored by both the COE and Department Staff. A back up of the soft copies of the answer scripts will be maintained by the COE. One invigilator will be appointed for 50 students. For eligible arrear candidates, a separate link app may be created.

### **2. Mock Examination**

A mock exam may be conducted to ensure that students are familiar with the link app, online forms, attendance, portable document conversion of answer script, and upload procedures before the main examination. The students may approach their concerned Head of Department and Staff for clarifications and others.

### **3. Timing of Examinations**

The timing of all online examinations will be the timing prescribed for regular examinations.

### **4. Attendance**

Student attendance on all exam days will be done via the app link or online form and sent through the link app. The attendance link will be active for 30 minutes after the posting of the question paper and will close automatically. Those failing to give attendance will be A copy of the latest format pertaining to the booking and seizing of the manuscripts involved in exam malpractice and improper conduct is with the COE office as a confidential document.

marked absent for that examination and their scripts (if uploaded) will not be valued. The concerned invigilator will record and send a hard copy of the attendance sheet to the COE after the end of the examination.

### **5. Submission of answer scripts in soft copy**

Students are mandatorily instructed to convert their written scripts to a pdf file and upload them within the time frame with the email link provided. Students who fail to upload their answer scripts will not have their scripts valued.

### **6. Submission of answer scripts in hard copy**

Students are mandatorily instructed to send their written scripts to the physical address provided in the link app via courier or post within the time frame mentioned.

7. All other guidelines and procedures relevant to the regular semester (physical) examination will apply 'in total' to the online examination.

## Annexure II - Instructions & Guidelines for Question Paper Setters

The following instructions and guidelines is to be sent with the appointment order, to the examiners appointed by the COE as question paper setters.

1. The examiner and question paper setter is requested to go through the allotted question papers submitted to them, and inform the COE office of its acceptance and conditions, at the earliest. If the examiner is not able to work with the allotted question papers or is unable to accept the present setting work, they are instructed to inform the COE office immediately and send back the received materials and documents at the earliest.
2. Acceptance of setting the question papers is legally binding and confidential. The set question papers shall not be published or 'leaked out' in any form (print, electronic, social media, and others) prior to the semester examination and practical. Any infraction related to this shall be viewed seriously by the COE, with initiation of appropriate legal action. He or she shall be removed from the panel of examiners and officially blacklisted by the COE.
3. The COE is the sole authority for appointing examiners. The examiner and question paper setter shall not delegate the work to someone else or any outsider. Any infraction related to this shall be viewed seriously by the COE, with initiation of appropriate legal action. He or she shall be removed from the panel of examiners and officially blacklisted by the COE.
4. The questions to be set should be framed based only on the syllabus copies provided. **Questions that are: out of syllabus, controversial, irrelevant to the course, have the potential to hurt or insult religions or religious sentiments or persons or group(s), patently misleading, unethical, misogynist, with political overtones or undertones, which violates fundamental rights of a person or group, and, specified others held as inappropriate, shall NOT be set.** Any infraction related to this shall be viewed seriously by the COE, with initiation of appropriate legal action. He or she shall be removed from the panel of examiners and officially blacklisted by the COE.
5. For multiple choice questions the given choices shall be of an acceptable standard and set with a moderate level of difficulty. The following must **not** be given as choices in the set multiple choice questions: all of the above, none of the above, mixed choices, or any choice which gives the student the advantage of eliminating the other choices and guessing the answer deliberately.
6. Questions asked in the short and long answer format should have word limits as appropriate. Mixing question types in different formats should be avoided.
7. The scheme for valuation for the set question paper(s) shall be optimal (with necessary details), to enable the evaluator to value the answer script without any hindrance. When the scheme of valuation is bilingual, where any mistranslated words or sentences are evident, the English version shall be taken as accurate and correct.

## Annexure II A - Instructions & Guidelines for Question Paper Scrutinizers

The following instructions and guidelines will be sent with the appointment order to the examiners, appointed by the COE as question paper scrutinizers.

1. The question paper scrutinizer is requested to go through the allotted question papers submitted to them and inform the COE office of its acceptance and conditions. If the scrutinizer is not able to work with the allotted question papers or is unable to accept the present work, they are instructed to inform the COE office immediately, at the earliest.
2. The set question papers shall **not** be published or 'leaked out' in any form (print, electronic, social media, and others) prior to the semester examination and practical. Any infraction related to this shall be viewed seriously by the COE, with initiation of appropriate legal action. He or she shall be removed from the panel of examiners and officially blacklisted by the COE.
3. The COE is the sole authority for appointing examiners as question paper scrutinizers. The question paper scrutinizer shall not delegate the work to someone else or any outsider. Any infraction related to this shall be viewed seriously by the COE, with initiation of appropriate legal action. He or she shall be removed from the panel of examiners and officially blacklisted by the COE.
4. The scrutinizer shall verify whether set question papers are of an acceptable standard for the examination. **The scrutinizer shall request and initiate valid and acceptable changes to questions which are: out of syllabus, controversial, irrelevant to the course, have the potential to hurt or insult religions or religious sentiments or persons or group(s), patently misleading, unethical, misogynist, with political overtones or undertones, which violates fundamental rights of a person or group, and specified others held as inappropriate, shall NOT be set.** Any infraction related to this shall be viewed seriously by the COE, with initiation of appropriate legal action. He or she shall be removed from the panel of examiners and officially blacklisted by the COE.
5. The scrutinizer shall check whether the set questions are framed based on the syllabus copies provided. For the multiple choice questions, the given choices should be verified by the scrutinizer as whether they are of acceptable standards with a moderate level of difficulty. He or she will check the set multiple choice questions for the following: all of the above, none of the above, mixed choices, or any choice which gives the student the advantage of eliminating the other choices and guessing the answer. Questions with these choices are not permitted. The scrutinizer shall initiate appropriate and necessary changes. He or she will check whether the questions asked in the short and long answer format should have word limits as appropriate or whether question types have been mixed in different formats.
6. The scrutinizer shall check whether the scheme for valuation for the set question paper(s) is optimal (with necessary details), to enable the evaluator to value the answer script without any hindrance.

### Annexure III - Exam hall regulations for Exam Squad Members

For the smooth conduct of the semester examinations, exam squad members will be appointed by the COE by overall seniority, through the Heads of Departments. External regular teaching staff (by seniority) may be recruited from other Government or Government aided Colleges for squad duty, if sufficient number of senior teaching staff are not available. Exam Squad Members shall:

1. Compulsorily attend the squad duty sessions allotted to them (as per COE's order).
2. Arrive at the CC or COE's office in time.
3. Be strict and vigilant to prevent or detect any form of malpractice or improper conduct done by the student(s) inside the exam hall or class room, within the duration of the examination.
4. Assist the hall supervisor if any malpractice or improper conduct has been suspected or detected inside the exam hall or class room.
5. Follow the accepted procedure in reporting any malpractice or improper conduct and inform the COE office.
6. Avoid lapses which permit students to indulge in any malpractice or improper conduct inside the examination hall or class room during the examination.
7. Assist the CC and COE in later malpractice proceedings and inquiries.
8. Not indulge in any form of improper conduct or behavior inside the exam hall or class room, which is detrimental to the smooth conduct of the examinations.
9. Mobile phones may be kept in silent mode during squad duty.
10. Any emergency or incident deemed to be urgent may be brought directly to the COE.

#### Annexure IV - Exam hall regulations for Invigilators or Hall Supervisors

For the smooth conduct of the semester examinations, invigilators or hall supervisors will be appointed by the COE through the Heads of Departments. Regular teaching staff may be recruited from other Government or Government aided Colleges for invigilation duty.

First preference shall be given to the regular teaching staff, and, next the guest lecturers. Invigilators or hall supervisors shall:

1. Compulsorily attend a minimum of (at least) two exam sessions allotted to them.
2. Arrive at the examination hall in time, to distribute answer books and question papers to students of their allotted exam hall or class rooms.
3. Verify and check student hall tickets and identity cards or permission letters of the COE (in case the hall ticket is not available).
4. Not permit any student, under any circumstances into the examination hall or class room after 30 minutes has lapsed from the commencement time of the exam.
5. Shall not permit any student, under any circumstances to exit the examination hall or classroom before the lapse of 120 minutes (or one and half an hour) from the commencement of the examination.
6. Be strict and vigilant to prevent or detect any form of malpractice or improper conduct done by the student(s) inside the exam hall or class room, within the duration of the examination.
7. Follow the accepted procedure in reporting any malpractice or improper conduct and inform the COE office immediately of the same.
8. Avoid and prevent untoward lapses which permit students to indulge in malpractice or improper conduct inside the examination hall or class room during the examination.
9. Collect and submit answer scripts to the COE office in the specified mode or format.
10. Assist the CC and COE in malpractice proceedings and inquiries.
11. Not indulge in any form of improper conduct or behavior inside the exam hall or class room, which is detrimental to the smooth conduct of the examinations.
12. Not indulge in any form of personal work using any type of electronic gadget in the exam hall.
13. Mobile phones are to kept in silent mode or switched off during the entire duration of the exam. Any help or request shall be routed to the COE, through the PTA staff allotted for their exam block. Any emergency or incident deemed to be urgent may be brought directly to the CC or COE. **Use of mobile phones by hall supervisors and invigilators for the entire duration of the examination is discouraged and will be viewed seriously by the CC & COE.**

## Annexure V - Exam Hall Regulations for Students

The following regulations shall be circulated to all Departments before the commencement of the Semester examinations and will be printed in the hall ticket and main answer book as necessary. Students are to be made aware and be informed of the legal consequences of the regulations related to malpractice or improper conduct in examinations through an official circular (Annexure V). Students are also informed that, they themselves are solely responsible for their actions pertaining to malpractice or improper conduct or both in examinations. The quantum of punishment to students who have indulged in malpractice or improper conduct in the examinations shall be decided by the Malpractice Regulations of the Exam Manual of the COE by an official inquiry (Annexure V).

1. Students are strictly permitted in the College premises only on their examination days and sessions as per their hall ticket and paid fees details. They shall not be permitted in the College premises on other days where they do not have an examination or exam session. If they loiter around examination halls or classrooms during examination timings on days where they have no examination or exam session, they will be officially reported to the Principal as outsiders.
2. The following items or materials are strictly prohibited and banned in the hall or class room where the examination is conducted: written paper (of any size and shape, including micro xerox), note book, textbooks, programmable calculator, cell or mobile phone, pager, palm computers or any other form of material concerned with or related to the subject of the examination in which he or she is appearing. Bringing or possession of any one (or more) of the banned items or materials (as listed above) into the examination hall or classroom either in person or by receiving it from another student or person, for the real or feigned purpose of cheating in the examination, is considered legally as a malpractice and is a credible case of cheating in the examination. Incriminating material shall also include, any marks on the body of the student which can be used as an aid in the subject of the examination.
3. Students are instructed to arrive at the examination hall in time to locate and sit at their allotted desks, and to receive and fill up the required details of their answer booklet.
4. No student will be permitted into the examination hall or class room after 30 minutes has lapsed from the commencement time of the exam under any circumstances.
5. No student will be permitted to exit the examination hall or classroom before the lapse of 120 minutes (or one and half an hour) from the commencement of the examination.
6. Students shall bring their own identity card and hall ticket into their respective examination hall or classroom.
7. Permissible writing materials and equipment (rulers, compass box, and others) are permitted in the examination hall.
8. Students are informed that, they themselves are solely responsible for their actions pertaining to malpractice or improper conduct or both in examinations.



## Annexure VI

### Disciplinary action for malpractices & improper conduct in examinations (theory & practical)

The purpose of disciplinary action and correction, with respect to examination malpractice and improper conduct, is to act as a lawful deterrence for students not to indulge in any form of malpractice or improper conduct in any semester examination and practical. Through an official circular, students shall be made aware and be informed of the legal consequences of the regulations related to malpractice or improper conduct in examinations. Students are also informed that, they themselves are solely responsible for their actions pertaining to malpractice or improper conduct, or both in the examinations (Annexure IV). For detected and evident malpractice cases and improper conduct, the preliminary procedure shall be followed strictly:

1. The student(s) are expelled from the examination hall or class room immediately.
2. Their answer scripts, hall tickets, and banned or material evidence(s) used for the malpractice or improper conduct, are seized and booked. Their hall tickets are canceled. The malpractice answer scripts are sealed in separate covers and marked as 'malpractice case' in red ink. Both hall tickets and malpractice scripts are to sent to the COE office immediately. An official complaint is booked with the COE using the appropriate form(s). The nature of malpractice or improper conduct or both is duly noted and signed (as per form).
3. The students who have indulged in malpractice shall not be allowed to write their forthcoming examinations as their names and register numbers have been effectively removed from the hall allotment registers.
4. The seized materials will be collected and filed separately in the COE office as malpractice cases. The seized answer scripts shall not be evaluated.
5. An official inquiry shall be convened by the COE regarding malpractice and improper conduct cases before the publication of results and passing board meeting.
6. Students debarred due to confirmed malpractice in the examination(s) will not be permitted to write the semester exams (including the practical and project) for one year or two semesters. The period of debarment includes the semester in which the confirmed malpractice had occurred.
7. Based on the nature of malpractice or improper conduct or both, the recommended quantum of punishment (after an official inquiry) is tabulated under the appropriate serial number.

S.No.	Nature of malpractice or improper conduct	Quantum of Punishment
<b>In the Hall or Class Room where the examination is conducted</b>		
1.	Bringing into the examination hall or classroom where the examination is conducted, any one or more of the banned items or materials (as listed in Annexure V) in person or receives it from another student for the real or feigned purpose of cheating in the examination, is considered legally as a malpractice and a credible case of cheating in the examination.	<p>The entire semester exam results of the candidate shall be withheld.</p> <p>The students may be permitted to appear for the withheld papers as arrears in the next semester, provided that they have not been debarred.</p>
2.	If any student gives or receives assistance or guidance from any other student orally, verbally or by any other body language methods with any student or persons inside or outside the exam hall, this behavior is considered legally as a malpractice and a credible case of cheating in the examination.	<p>The entire semester exam results of the candidate shall be withheld.</p> <p>The students may be permitted to appear for the withheld papers as arrears in the next semester, provided that they have not been debarred.</p>
3.	<p>Any student who makes available or leaks, the live question paper from the examination hall or class room, during the examination to any outsider(s) to receive assistance or guidance in writing the examination or practical, is considered legally as a malpractice and a credible case of cheating in the examination.</p> <p style="text-align: center;">Or</p> <p>Removal or smuggling out of the answer book with enclosures, or additional sheets during or after the examination or refusal to submit them to the officiating invigilator at the end of the examination, or the intentional tearing of the answer script (or any part thereof) inside or outside the examination hall, is legally a malpractice.</p>	<p>The entire semester exam results shall be withheld.</p> <p>An official police complaint shall be registered against the student and any outsider involved in the malpractice. They will both be handed over to the police.</p> <p>Debarment for one year or two semesters (including the semester in which the confirmed malpractice had occurred).</p> <p>An inquiry shall be held to decide on the forfeiture of his or her candidature and the issue of their transfer certificate.</p>
4.	<p>a. Impersonation of a student</p> <p>Impersonating any other student in connection with the examination by forging or wantonly manipulating the officially issued hall ticket is legally a malpractice and confirmed cheating in the examination.</p>	<p>a. An official police complaint shall be made against the student who has permitted his or her hall ticket to be used for the impersonation and the impostor who has impersonated him or her in the examination. They shall both be handed over to the police.</p>

	<p>b. Rendering unlawful assistance</p> <p>If a student of the college, who is not a student for the particular examination or any outsider not connected with the college, indulges in any malpractice or improper conduct (as mentioned in 1, 2, and 3).</p>	<p>b. An official police complaint shall be registered against the student and any outsider(s) involved in the malpractice or improper conduct. They will both be handed over to the police.</p> <p><b>Common to both 4a &amp; 4b.</b></p> <p>The entire semester exam results of the candidate shall be withheld.</p> <p>Debarment from writing semester examinations for one year or two semesters (including the semester in which the confirmed malpractice had occurred).</p> <p>An inquiry shall be held to decide on the forfeiture of his or her candidature and the issue of their transfer certificate.</p>
<p>5.</p>	<p>Refuses to obey the orders of the Chief Superintendent/Assistant Superintendent/any officer on duty in the examination hall or class room.</p> <p>or misbehaves or creates disturbance of any kind in and around the examination hall</p> <p>or organizes a walk out or instigates others to walk out,</p> <p>or threatens the officer – in charge</p> <p>or any person on duty in or outside the examination hall of any injury to his person</p> <p>or to any of his relations whether by words, either spoken or written</p> <p>or by signs or by visible representation, assaults the officer-in-charge,</p> <p>or any person on duty in or outside the examination hall or any of his relations,</p> <p>or indulges in any other act of misconduct or mischief which result in damage to or destruction of property in the examination hall or any part of the College campus</p> <p>or engages in any other act which in the opinion of the officer on duty amounts to use of unfair means or misconduct</p> <p>or has the tendency to disrupt the orderly conduct of the examination,</p> <p>or possesses any lethal weapon or firearm in the examination hall or comes in a drunken</p>	<p>An official police complaint shall be registered against the student and any outsider(s) involved in the malpractice or improper conduct. They will both be handed over to the police.</p> <p>The semester exam results shall be withheld.</p> <p>Debarment for one year or two semesters (including the semester in which the confirmed malpractice had occurred).</p> <p>An inquiry shall be held to decide on the forfeiture of his or her candidature and the issue of their transfer certificate.</p>

	condition to the examination hall.	
<b>Malpractice or improper conduct identified during valuation</b>		
6.	<p>Copying detected on the basis of internal evidence during valuation or during special scrutiny of answer scripts.</p> <p>Any incriminating evidence of copying as explained in 1, 2 and 3, inadvertently or advertently mingled or attached to the answer scripts is also an admissible evidence of malpractice.</p>	<p>The semester exam results shall be withheld, including practical examinations and project work of that semester/year.</p> <p>An official notice of the malpractice or improper conduct is served to the student(s), through the Principal, (by registered or speed post). An electronic copy may be sent via email or to the student's mobile number registered with the COE. The Exam Malpractice Committee shall be authorized to process such malpractice cases and the recommendations will be sent to the Controller of Examinations.</p>
7.	<p>Use of objectionable, abusive or offensive language in the answer script or paper or in letters to the examiners or written requests (in the answer scripts) to the examiner to award pass marks.</p>	<p>The answer scripts will not be evaluated.</p> <p>The answer scripts shall be booked for malpractice and improper conduct, pending an inquiry. The semester exam results shall be withheld, including practical examinations and project work of that semester/year.</p>
<b>COURT CASES (as per Court Order(s) received by the CC &amp; COE)</b>		
8.	<p>1. The permission to appear for the semester examination, evaluation of the answer scripts, and publication of results of the student(s) of Court cases, will strictly be based on the legal advice received by the AC based on the court order received.</p> <p>2. The student(s) permitted to write the examinations as per the Court Orders, should NOT be permitted to progress to the next semester until the Court gives necessary and valid written order to admit them in the later semester(s).</p> <p>3. The answer script(s) of Court case related candidate(s) or student(s), shall be properly indicated in the script submission form by encircling the Hall Ticket number in red ink and indicating it as an active or live Court Case and be sent along with a copy concerned question paper to the COE office.</p> <p>4. Even when the student is permitted to write the Examination by the Court order is absent for a particular examination, the copy of the appropriate script submission is marked as absent and indicated as Court case, and sent to the COE.</p> <p>5. The decision of the AC based on the legal advice received will be final and binding with respect to the Court Order(s).</p>	
<p>If any malpractice is detected which is not covered in the above clauses 1 to 8, they shall be reported to the CC, COE and Exam Malpractice Committee for further action to decide on, and award suitable punishment.</p>		

**Examination Manual – Financial Matters**  
**Guidelines for the Main Theory & Practical Examinations**  
**2023-24**

**Introduction**

The Examination Cell comprises the Principal (CC), COE, and Faculty based on overall seniority. The examination fees for all semesters is based on the recommendations of the University and TANSICHE. The rates of remuneration, honorarium, TA, DA, all exam related incidental expenses and others will be based on the University and TANSICHE guidelines in force or as received from time to time. These are tabulated below under the appropriate headings.

**I. Conduct of Main Theory Examinations**

The COE will appoint exam invigilators from the faculty, exam squad, office staff, and others for the smooth conduct of the examinations.

S.No.	Category	Session	Rate (in Rs)	Remarks
1	Chief Superintendent	1	300	Appointed by the Principal
2	Hall Superintendents	1	170	Appointed by the COE Office
3	Additional Chief Superintendent	1	220	When the number of students exceed 250 per session
4	DA for External Hall Superintendent	1	150	From other Colleges outside Salem District.
5	University Representative	1	220	From Periyar University based on TANSICHE norms.
6	Clerical Staff	Per day	100	For every 100 candidates
7	Typist	Per day	100	For every 100 candidates
8	One watchman	Per day	100	For every 300 candidates
9	Office Attenders	Per day	100	For every 300 candidates
10	General arrangements	one time	200	For every 200 candidates
11	Sealing, pasting, bundling of covers	one cover	5	All exam days. Bundles to be received by COE Office for safe keeping for later evaluation.
12	Sanitary Health Cleaner (1)	Per day	100	For every 300 candidates
13	Sanitary Health Worker (1)	Per day	100	

**II. Conduct of Main Practical Examinations**

The question papers for all practicals for that particular semester will be prepared by the Staff in charge of the respective practical(s) under the supervision of the HOD or BOS

Chairperson of that program. The prepared question papers will then be sent to the COE in a sealed cover prior to the start of practical exams. For the practical and project viva-voce, the Internal Examiners will be the Departmental Teaching Staff and the External Examiners will be those appointed by the COE from the panel of examiners submitted by the HOD or BOS Chairperson.

S.No.	Category	Session/ Set/ Candidate	Rate (in Rs)	Remarks
1	Question Paper setting for PG Courses	Per set	120	Per set equally divided based on student attendance or strength per session
	Question Paper setting for UG Courses	Per set	100	Per set equally divided based on student attendance or strength per session
2	Examiner remuneration – preparation, script evaluation, and verifying record note books			
	a. UG (duration of 3 hours & more than 3 hours)	Per candidate	6	Per hour
	b. PG (duration of 3 hours & more than 3 hours)	Per candidate	12	Per hour
3	Skilled Assistant			
	a. UG (duration of 3 hours & more than 3 hours)	Per candidate	5	Per hour
	b. PG (duration of 3 hours & more than 3 hours)	Per candidate	7	Per hour
4	Laboratory Assistant	Per session	100	
5	Prescribing work for UG & PG Practical (all courses)	One batch More than one batch	87 58	Equally divided by number of examiners engaged
6	Evaluation of Dissertation per candidate /per examiner			
	a. UG Courses (all)	Per candidate	50	per candidate /per examiner
	b. PG Courses (all)	Per candidate	75	per candidate /per examiner
	c. M.Phil	Per candidate	250	For both internal and external examiners
	d. PhD Indian Examiner	Per candidate	1000	For external examiner
	Foreign Examiner	Per candidate	\$ 125	As per Periyar University norms
7	Viva – voce			

	a. UG Course	Per candidate	3	Per candidate/per examination. Applicable to both Internal & External examiners.
	b. PG Course		5	
	c. MPhil		150	
	d. PhD		1000	
	e. PhD UGC Compliance certificate fee		1000+18% GST	As per Periyar University norms
8	Waterman (1), sanitary health cleaner (1), sanitary health worker (1), watchman (1)	Per day	100	
9	Mechanic	Per session	35	For Physics Department
10	Store Keeper, Museum Keeper, Herbarium Keeper	Per session	100	For Chemistry, Geology, Botany, & Zoology Departments.
11	Purchase or collection of specimen for the examination purpose			
	Life sciences	Per candidate	25	For Botany & Zoology
	Programmer	Per candidate	10	For Computer Science & Computer Applications
12	Gas charges	Per candidate	6	As applicable, with proper intimation to the COE.
	Chemical charges			

### III. Appointment of Staff during Main Practical Examinations

Sessions for conducting the Practical are based on the number of eligible candidates and time frame to complete the practical examinations. As per the communication received from Periyar University, PU/COE/CRE -IV/ Practical Examinations/Remuneration /02/2022, dated 25.05.22, Assistant Examiners and Hall superintendents are NOT eligible for appointment as support staff for the Main Practical Examinations. For the Main Practical Examinations, the concerned Head of the Department will appoint Skilled Assistants and Laboratory Assistants or Programmers as appropriate to their practical as tabulated below.

S.No.	Departments	Staff	Eligible support Staff	Remarks
1	Physics, Chemistry, Botany, Zoology, Geology, Geography	Internal & External Examiners	Skilled Assistants and Laboratory Assistants.	For practical with laboratory equipment / instrument handling, specimen description, or field instrument handling.
2	Computer Science, Computer Applications with PC system based practical	Internal & External Examiners	Programmers and Skilled Assistants.	PC system based practical <b>without</b> laboratory equipment / instrument handling, specimen

				description, or field instrument handling.
3	Maths, Commerce, BBA, English, Statistics, and others	Internal & External Examiners	Skilled Assistants.	Paper based practical <u>without</u> laboratory equipment / instrument handling, specimen description, or field instrument handling and PC systems.

#### IV Central valuation for Theory Examinations

Evaluation of answer scripts will be arranged by the COE Office to be done within the College premises for a stipulated number of days as scheduled after the cessation of written examinations.

S.No.	Category	Session (s)	Rate (in Rs)	Remarks
1	UG script	2	15 per script	25 scripts per session
2	PG script	2	17 per script	20 scripts per session
3	MPhil script	1	28 per script	Based on number of scripts to be valued or 20 scripts per session
4	Minimum payable (UG & PG)	-	100	
5	Honorarium for Chairperson	-	500	Passing board / valuation board
6	Waterman (1), sanitary health cleaner (1), sanitary health worker (1), watchman (1)	Per day	100	As applicable
7	Sealing, pasting, bundling of covers -post valuation	one cover	5	After script evaluation. The valued script bundles shall be returned to the COE Office for preservation and safe keeping.

#### V. Question paper setting & Scrutiny

Prior to the start of the semester, the BOS will provide a panel of eligible examiners or subject experts from different Colleges/Universities/Institutes (based on the length of their teaching experience) to be chosen and appointed as question paper setters, question paper scrutinizers, and answer script evaluators by the COE (**Annexure II**). The remuneration for question paper setting, scheme or key preparation, translation, and others are tabulated below.



S.No.	Category	No. of QPs	Rate (in Rs)	Remarks
1	UG Course	1	500	Excluding scheme or key for valuation
2	PG Course	1	700	Excluding scheme or key for valuation
3	MPhil Course	1	700	Excluding scheme or key for valuation
4	Translation fee	1	400	Excluding scheme or key for valuation
5	Scheme for valuation or Key (for expected answers)	1	200	For UG, PG, and MPhil.
6	Scrutiny of QPs & Answer keys / scheme			The scrutiny of received question papers will be done by external examiners/subject experts other than those who prepared the question papers.
	For one paper		100	
	From 2 to 10 papers		500	
	For 11 papers and above		1000	

The scrutinizer will carefully check and proof read the received question papers for content with strict relevance to the syllabi, types of questions to be set, number of sets to be prepared, scheme for valuation, mark distribution, and others (**Annexure II A**). Necessary corrections and recommendations as recorded by the scrutinizer will be sent to the COE for approval for changes in the set question papers. The COE will verify and decide on the corrections and recommendations of the scrutinizer as and when necessary.

## VI Script Evaluation

Script evaluation will commence on the scheduled date for a limited number of days.

The remuneration, sessions for valuation, and others are tabulated below.

S.No.	Category	Session (s)	Rate (in Rs)	Remarks
1	UG script	2	15 per script	25 scripts per session
2	PG script	2	17 per script	20 scripts per session
3	MPhil script	1	28 per script	Based on number of scripts to be valued or 20 scripts per session
4	Minimum payable (UG & PG)	-	100	
5	Honorarium for Chairperson	-	500	Passing board / valuation board
6	Waterman (1), sanitary	Per day	100	As applicable

	health cleaner (1), sanitary health worker (1), watchman (1)			
7	Sealing, pasting, bundling of covers -post valuation	one cover	5	After script evaluation. The valued script bundles shall be returned to the COE Office for preservation and safe keeping.

## VII Post Evaluation

### Passing Board for both UG and PG

After the successful completion of the evaluation phase of the examination a result galley along with relevant statistics is generated. As per the norms in force, the Principal will request the COE to issue necessary instructions to appoint a passing board. The passing board is convened to discuss the results and propose appropriate moderation of marks if it is deemed necessary for one or more papers. The result galleys are handed over to the concerned Departments for publication in their notice board. The results are also published in the College web-page for online access and download.

### Conditions for re-evaluation and others for theory and practical courses

Re-evaluation of theory papers, re-totaling of marks, supplementary and instant examination, and transparency of all theory papers is permitted as per Government Arts College (A) guidelines and Periyar University norms. **Revaluation of practical papers, re-totaling of practical marks, supplementary or instant practical examination, and transparency of any practical paper, is NOT permitted as per Government Arts College (A) and Periyar University regulations.**

GOVERNMENT ARTS COLLEGE(A),  
SALEM 7

### Mark sheet Printing

The mark sheets are printed and checked for discrepancies and necessary corrections. They are then sent to the Departments for distribution to students. Mark sheet entries pertaining to mis-spelled names, incorrect register numbers, and incorrect date of birth shall be requested through an application with all valid and relevant documents through proper channel.

## IX. COE Office related

### Issue of Confidential Mark sheets

Students who have secured legitimate admission in foreign universities or institutes or are required to submit their mark scripts for visa applications, embassy/foreign employer verification, and related issues, may apply through proper channel with all valid (and) relevant

documents to the Chief Controller/Principal for receiving their mark sheets prior to official publication and printing. They shall receive their mark sheets in advance only after providing a written undertaking to maintain confidentiality until the official release/publication of the results.

### Issue of Course Completion Certificate

Students may apply for their course completion certificate through proper channel with all relevant documents to the Chief Controller/Principal. This course completion certificate will be issued for the purpose detailed in the submitted documents and not for others.

### Retention and Preservation of Answer Scripts

The answer scripts are preserved by the COE after evaluation for transparency and future legal purposes. Evaluated scripts may be disposed off every two years as relevant to the appropriate course year(s) where deemed necessary. The disposal of the evaluated scripts will be based on existing norms related to Government records and documents. The decision to stop the retention/preservation of answer scripts or physically write off a part of the accumulated answer scripts due to age and fragility of the written paper is also based on existing norms related to Government records and documents.

### X Others

S.No.	Category	Rate (in Rs)
1	Bus fare per km	5 per km
2	Local DA (within 8 km of valuation centre)	200
3	Other DA (greater than 8 km from valuation centre)	300
4	Hill Allowance (excluding DA)	200
5	Purchase limit for stationary materials	0.50 paise per answer script.
6	Assistant to Chief Superintendent	100 per session
7	Chief Superintendents can claim one day additional remuneration before and after the actual dates of theory examination	

### Academic council ratification and approval

These guidelines and regulations will be effective from the academic year 2022 – 2023. Any subsequent changes may be done after written permission / communication from the Academic Council. The Academic Council of the College reserves the right to add, remove, retain or modify this academic regulations and exam manual as per the UGC and

TANSICHE guidelines which are introduced from time to time. The changes are to be put up with justification for ratification and written approval of the Academic Council. **This legal document is the property of Government Arts College(A), Salem 636007.**

